

## Texas A&M AgriLife Research and Extension Service 2024 Faculty Promotion Calendar

### Trainings

March 8<sup>th</sup> 1:30-3:00 PM (via Microsoft Teams) Overview of the Mid Term and Promotion review process and time for Q&A. See the link on <https://faculty.aglifesciences.tamu.edu/promotion-tenure/> to find the TEAMs information to connect.

March 29<sup>th</sup> 1:30-3:00 PM (via Microsoft Teams) Overview of the Mid Term and Promotion review process and time for Q&A this will be a repeat of the March 8<sup>th</sup> training. See the link on <https://faculty.aglifesciences.tamu.edu/promotion-tenure/> to find the TEAMs information to connect.

April 3<sup>th</sup>, April 17<sup>th</sup>, May 1<sup>st</sup>, May 29<sup>th</sup>, and June 5<sup>th</sup> (all sessions 1:30-2:30pm via Microsoft Teams) Office hours for Faculty with questions regarding the promotion process, career ladder, and other related topics. See the link on <https://faculty.aglifesciences.tamu.edu/promotion-tenure/> to find the TEAMs information to connect.

### Midterm Review Timeline:

February Department informs candidate of upcoming review and departmental timeline.

As per Dept

Mar 2 – May 10

Candidate submits complete dossier components to department for initial review by mentoring committee and revises the dossier components based on feedback.

Candidate submits final dossier components to Department Head or Associate Department Head as appropriate.

Department staff uploads candidate's Dossier into Interfolio, utilizing the dossier checklist to make sure it is complete and compliant with requirements.

May 17 COB Department submits midterm dossiers through Interfolio to AgriLife Research Peer Review Committee and/or AgriLife Extension Peer Review Committee

May 20 – Jun 4 AgriLife Research and Extension checks documents making sure they are complete and uploaded correctly.

Jun 5 – Jul 3 Peer Review Committees, based on the faculty member's appointment, reviews dossiers, votes as to whether the candidate is meeting expectations towards promotion and prepares their report.

For joint appointment candidates, the AgriLife Peer Review Committee chairs will confer. The advisory report from the minority appointment Peer Review Committee will be incorporated into the report going into Interfolio.

The lead AgriLife Peer Review Committee will upload the report to Interfolio.

Jul 9 COB Department Head, Center Director, Unit Leader, and Associate Department Head for Extension (as applicable) receive the report(s) from the AgriLife Peer Review Committee.

Jul 9 - Jul 23 The appropriate supervisor(s) (Department Head, Associate Department Head for Extension (if candidate has an Extension appointment) and Center Director (if the candidate has a Research appointment and is Center based) write letters of evaluation of the candidate's performance in line with their position description. These are uploaded to Interfolio. All Supervisor letters will be included in the candidate's packet going forward to the Agency Associate Director(s).

For Joint Appointments and 100% Research appointments at a Center, the Department Head or Unit Leader and Center Director will confer after their individual letters are prepared and each may make adjustments in their letters as appropriate.

Jul 23 COB Department Head or Unit Leader ensures all materials of the midterm dossier are uploaded in Interfolio.

Jul 24 – Aug 30 Associate Director(s) review midterm dossier and make recommendations to the Agency Director(s).

Director(s) review Associate Director(s) recommendation and midterm dossier and issue letters to Department Heads, Unit Leader, and Center Director who will inform candidates.

### Promotion Timelines:

February Department informs candidate of upcoming review and departmental timeline

As per Dept  
Mar 2 – Jul 1

Candidate submits complete dossier components to department for initial review by the mentoring committee as per the department's established processes and revises the dossier components based on feedback.

Candidate submits final dossier components to Department Head.

Department Head or Unit Leader solicits and receives External Reviewer Letters as per the department's established processes.

Sep 20 COB Department uploads promotion dossiers and External Review letters through Interfolio to AgriLife Research Peer Review Committee and/or AgriLife Extension Peer Review Committee as appropriate.

Sep 20- Oct 4 AgriLife Research and Extension checks documents making sure they complete and uploaded correctly.

Oct 4 – Nov 4 Peer Review Committees, based on the faculty member’s appointment, reviews dossiers, votes as to whether the candidate is meeting expectations towards promotion and prepares their report.

For joint appointment candidates, the AgriLife Peer Review Committee chairs will confer. The advisory report from the minority appointment Peer Review Committee will be incorporated into the AgriLife Peer Review Committee report going into Interfolio.

The lead AgriLife Peer Review Committee will upload this report to Interfolio.

**Nov 4 COB** Department Head, Center Director, Unit Leader, and Associate Department Head for Extension (as applicable) receives the report from the AgriLife Peer Review Committee.

Nov 4 – Nov 20 The appropriate supervisor(s) (Department Head, Associate Department Head for Extension (if candidate has an Extension appointment) and Center Director (if the candidate has a Research appointment and is Center based) write letters of evaluation of the candidate. These are uploaded to Interfolio. These letters will be included in the candidate’s packet going forward to the Agency Associate Director(s).

For Joint Appointments and 100% Research appointments at a Center, the Department Head or Unit Leader and Center Director will confer after their individual letters are prepared and each may make adjustments in their letters as appropriate.

**Nov 20 COB** Department Head or Unit Leader ensures all materials of the promotion packet, are uploaded in Interfolio.

Nov 20 – Dec 19 Associate Director(s) review promotion packet and make recommendations to the Agency Director(s).

Director(s) review Associate Director(s) recommendation and promotion packet and issue letters to Department Heads, Unit Leader, and Center Director who inform candidates of the decision.