

**CALENDAR AND PROCEDURES  
REVIEW OF NONTENURED TENURE TRACK FACULTY  
RECOMMENDATIONS FOR TENURE  
RECOMMENDATIONS FOR PROMOTION & EMERITUS STATUS  
2020-2021**

*The following deadline dates and sequence of procedures for the review of Tenure-Stream faculty and tenure/promotion recommendations have been established. Please note that these guidelines establish the university-level calendar; colleges and their academic units may have additional date and protocols. Please be sure to consult your appropriate resources.*

*Non Tenure-Stream Professors of Professional Practice and Instructors will follow applicable deadlines for promotion; however, external letters are not required at the university level for promotion of non tenure-stream faculty. Consult appropriate college and/or School/department criteria.*

**COVID-19 NOTE – Given the worldwide COVID-19 pandemic, the University will consider requests for tenure extensions for extraordinary events as described in the Tenure Policy in the TCU Faculty/Staff Handbook.**

**Dates**

**Procedures**

Monday, May 11

Faculty who wish to be considered for tenure and/or promotion in the upcoming tenure and promotion cycle must notify their departmental chair (or Dean in the College of Education and John V. Roach Honors College). Tenured/retired faculty members wishing to be considered for emeritus/a status or departments wishing to nominate tenured/retired faculty members for emeritus/a status will notify their Dean.

Tenure-Stream/Tenured Faculty to send departmental chair (or Dean in Neeley and the College of Education and John V. Roach Honors College) initial documents needed for request of external letters if they are required or desired.

Provost's Office will notify departmental chairs (or Dean for the College of Education and John V. Roach Honors College) of tenure-stream/tenured faculty to be considered for tenure and promotion in the upcoming academic year.

Thursday, May 28

(or earlier if specified in a College policy)

The departmental chair (or Dean in Neeley and the College of Education and John V. Roach Honors College) is encouraged to initiate the collection of external review letters for tenure-stream faculty in their final probationary year and for tenured faculty who wish to be considered for promotion.

The departmental chair (or Dean for the College of Education and John V. Roach Honors College) will have initiated the collection of appropriate materials for tenure, promotion or emeritus status from all appropriate faculty in his/her department.

The faculty member may submit any other information considered relevant by the faculty member.

## **Calendar and Procedures for 2020-2021 (cont.)**

- Mon., September 7                    The tenure-stream or non tenure-stream faculty member will have submitted the materials (dossier, etc.) requested and any other information considered relevant to the appropriate departmental chair (or Dean for the College of Education and John V. Roach Honors College).
- Mon., October 5                    The tenured faculty and departmental chair (or Dean for the College of Education and John V. Roach Honors College) will have reviewed the materials submitted by tenure-stream faculty members. The University, school/college and departmental criteria statements, as appropriate, shall form the basis of review regarding progress toward tenure. For faculty in their final probationary year, a written recommendation to grant or withhold tenure will have been made by the tenured faculty to the department chair (except in the College of Education and the John V. Roach Honors College).
- Thurs., October 8                    The departmental chair (or Dean for the College of Education and John V. Roach Honors College) will have issued a written tenure progress report to all tenure-stream faculty (except faculty in their first year) with a copy to the dean who will forward to the Provost/Vice Chancellor for Academic Affairs. The University, school/college and departmental criteria statements, as appropriate, shall form the basis of review regarding progress toward tenure. In the year in which the tenure decision is made, the written tenure progress report for the last year will be incorporated in the written recommendation to grant or withhold tenure.
- No further additions of scholarly materials to the tenure and promotion packet normally will be accepted.
- Mon., October 12                    The departmental chair will have met with the department advisory committee and will have presented written recommendations for tenure, promotion or emeritus status along with supporting evidence (except in the College of Education and John V. Roach Honors College).
- Mon., October 19                    The department advisory committee (or tenured faculty in the College of Education and John V. Roach Honors College) will have submitted in writing its judgment of the recommendations for tenure, promotion or emeritus status to the chair (or dean in the College of Education and John V. Roach Honors College).
- Mon., October 26                    The departmental chair will have forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the appropriate dean (except for the College of Education and John V. Roach Honors College).

## **Calendar and Procedures for 2020-2021 (cont.)**

Mon., November 16	The dean will have met with the school or college advisory committee to provide instructions and all materials relevant to tenure, promotion and emeritus status.
Mon., January 4	The school or college advisory committee will have met and reported in writing its judgment of the tenure, promotion or emeritus recommendations to the dean.
Tues., January 19	Tenure-stream faculty in their first year will have submitted the materials requested and any other information considered relevant to the appropriate departmental chair (or Dean for the College of Education and John V. Roach Honors College).
Fri., January 22	The dean will have conferred with each departmental chair (or Dean for the College of Education and John V. Roach Honors College) and forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Provost/Vice Chancellor for Academic Affairs.
Fri., January 29	The Provost/Vice Chancellor for Academic Affairs will have sent written recommendations on tenure, promotion or emeritus status along with supporting evidence to the University Advisory Committee.
Mon., February 15	The University Advisory Committee will have reported in writing its judgment of the tenure, promotion or emeritus status recommendations to the Provost/Vice Chancellor for Academic Affairs.
Wed., February 17	The tenured faculty and departmental chair (or Dean for the College of Education and John V. Roach Honors College) will have reviewed all tenure-stream faculty members who are in their first year and issued a written evaluation with copies to the dean, as appropriate, and to the Provost/Vice Chancellor for Academic Affairs. The University, school/college, and departmental criteria statements, as appropriate, shall form the basis of the review.
Fri., February 26	The Provost/Vice Chancellor for Academic Affairs will have conferred with each dean and forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Chancellor.
Fri., April 9	The TCU Board of Trustees will consider the recommendations of the Academic Affairs Committee.