

**Texas A&M University, School of Nursing**  
**2024-2025 Promotion and Tenure Timeline**

**Promotion and/or Tenure Timeline**

**A. January - February 2024**

1. Faculty member critically evaluates the annual progress in preparation for promotion and/or tenure.
2. Faculty members attend [Promotion & Tenure workshops](#) hosted by the university Faculty Affairs Office.

**B. By February 29, 2024**

1. Faculty member formally notifies the supervisor (Assistant Dean, Associate Dean, Executive Associate Dean, or Dean) of intention to pursue promotion or tenure in 2024.

**C. March - April 2024**

1. In collaboration with the supervisor, identify a promotion or tenure dossier mentor and the administrative support person who will assist with assembling the dossier per the Texas A&M School of Nursing (SON) and Texas A&M University Faculty Affairs Office guidelines for track, rank, and role.
  - Refer to SON guidelines on the (N:\) CON General Resources\Promotion and Tenure\2024 -2025 Guidelines, and the university Faculty Affairs Office Promotion and Tenure for guidelines and forms: <https://facultyaffairs.tamu.edu/evaluation-development/promotion-tenure.html>
2. Faculty member meets with their academic administrative support person to plan for assembling the dossier.

**D. May 1, 2024**

1. Using the [candidate external reviewer checklist](#), the faculty member submits a list of potential reviewers per the SON guidelines for rank and role.
2. The supervisor creates a separate list of potential dossier reviewers per the SON guidelines for rank and role using the [external reviewer chart](#).

**E. By May 15, 2024**

1. Faculty member completes a quality draft of the dossier and continues to refine with mentor feedback.
2. The supervisor confidentially solicits dossier reviewers using the university Faculty Affairs Promotion and Tenure [standard external reviewer letter template](#).
3. Faculty member completes second draft of the dossier and continues to refine with mentor and **SON Faculty Affairs liaison** feedback.
4. Faculty member submits the finalized dossier materials to the supervisor.
5. Supervisor assures the accuracy of materials in the dossier prior to distribution of materials to reviewers.

**F. By May 31, 2024**

1. Supervisor distributes dossier materials to external reviewers with a due date of August 31, 2024.

**G. By September 3, 2024**

1. Dean meets with P&T Committee chairperson to plan committee orientation, and review timeline.

**H. September - October 2024**

1. School P&T Committee meets to plan process and orient members.
2. Supervisor writes a substantive review [including each area of performance](#).
3. Supervisor meets with candidate to discuss the review and recommendation prior

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to submission to the P&T Committee.

4. Supervisor submits the completed dossier with their recommendation to the Dean for submission to the P&T committee.

**I. By November 1, 2024**

1. School P&T Committee will complete its role in the process which includes:
  - Independent written review of the candidate's materials, including reports on teaching, research, and service.
  - Meet to discuss the candidate's review of the dossier and vote.
  - Prepare a written statement reporting the vote and providing rationale based on the discussion of the dossier.
  - Committee must review the dossier packet for completion and accuracy and all elements of the school submission to include: school chart, faculty biography, faculty tenure table, faculty summary data table, external reviewers chart, grants summary chart, dossier coversheet, and candidate picture for all candidates to the Vice Provost for Faculty Affairs.
  - Submit a written report to the Dean, who shares the report with the supervisor.
  - Supervisor meets with and discusses the outcome with the candidate.

**J. By December 2, 2024**

1. Dean conducts and writes an independent written review of the candidate's materials and notifies the supervisor.
2. Dean submits promotion and/or tenure dossiers to the Provost via the Vice Provost for Faculty Affairs.

**K. January 2025**

1. Deans meet with the Vice Provost for Faculty Affairs and review recommendations.
2. The Vice Provost for Faculty Affairs forwards recommendations to the President.

**L. January - February 2025**

1. President meets with the Vice Provost for Faculty Affairs and reviews recommendations.
2. The President forwards recommendations for tenure to the Board of Regents (BOR) through the Chancellor.
3. The President makes final decisions on promotion-only cases.

**M. April - May 2025**

1. BOR reviews recommendations and makes final decisions on tenure cases.
2. Congratulatory letters for promotion and tenure will be sent mid-May.

**N. September 1, 2025**

1. Promotion and tenure decisions become effective.