Promotion and Tenure Timeline and Procedures

The purpose of this document is to bring procedures and timelines in one place to support faculty and department chairs/school directors in navigating and managing the promotion and tenure process.

Tenure-Track Tenure and Promotion to Associate Professor Timeline

March 1 or sooner of 5th year:	Candidate must submit a list of at least 8 to 10 external reviewers (can be ranked) to the department chair/school director. The department chair/school director should advise the candidate of any reviewers on the list that do not meet appropriate qualifications (see External Reviewers below .[1]
May 1 or sooner:	Any alternations to make-up of Tenure Evaluation and Advisory Committee (TEAC .
	Department chair/school director provides the candidate's external reviewer list to the TEAC. Department chair/school director, in collaboration with the TEAC, creates a list of 5 to 10 external reviewers (can be ranked) that meet appropriate qualifications and shares it with the candidate. This list may contain reviewers from the candidate's list.
May 15 or sooner:	The candidate may submit to the department chair/school director a brief rebuttal for any prospective reviewer, explaining why a reviewer should not be contacted.
May 31 or sooner:	Department chair/school director creates a "composite" list, consisting of the candidate's and TEAC lists with any reviewers removed at the discretion of the department chair/school director based on any rebuttal from the candidate. The list, containing at least 12 prospective reviewers, will be sent to the Dean using the [Prospective External Reviewer] spreadsheet.
June 15 or sooner:	Department chair/school director sends out the "UTR V External Reviewer Email Template for Candidates Under Consideration for Tenure/Promotion" (See Appendix A) to every prospective reviewer approved by the Dean.
	If the reviewer accepts, the department chair/school director sends

[1] Candidates requesting a deferral of their evaluation, foregoing years of credit or an extension, or requesting an extension of the probationary period in the next academic year must submit their request to the department chair no later than **March 1.**

	• "UTR V External Reviewer Email Template for Candidates Under Consideration for Tenure/Promotion" See Appendix B). • Candidate's Self-Assessment • Candidate's Curriculum Vitae • Copies of the candidate's representative publications, recordings, images, as applicable.
August 15 or sooner:	Deadline for external reviewer letters. Department chair/school director should track all external reviewers using the [Candidate External Review Summary] spreadsheet. When completed this spreadsheet should be sent to the FPT liaison. A candidate must have 5 external reviewers.[2] If it appears that there will be less than 5 external reviewers by August 1, the school director/department chair should identify additional prospective external reviewers. After consulting with the candidate and the TEAC, the school director/department chair should contact these new external reviewers.
August 15 or sooner:	Department chair/school director sends two copies of each external reviewer response to the Associate Dean for Academic Affairs: an original and a version that the school director/department chair has redacted removing any identifying reference. The Associate Dean for Academic Affairs will approve the redacted version and send both versions to the College of Fine Arts FPT liaison who will create SharePoint files for the TEAC.
all of 6th year:	Candidate will apply for tenure and promotion by submitting a dossier (typically due September 15).[3]
all:	TEAC evaluates the dossier and meets with the candidate to answer any questions that they may have before submitting an evaluation into their SharePoint file, including a vote of TEAC members. If the vote is not unanimous, a minority report should be included in the SharePoint file. The College

[2] Academic Policy Memorandum (2025-005): External Reviewer Selections for Faculty Promotion and Tenure. "In the event that five reviewers cannot be located, the department chair or dean must explain in writing why" (p. 1).

[3] See ADM 06-503 *Tenure-Track Faculty Evaluations, Reappointments, and Tenure Application* for information regarding variations on a six year probationary period, including start of the "tenure clock," credit of service, and early application for tenure and promotion.

	of Fine Arts FPT liaison will copy and paste the evaluation into FPT. After the school director/department chair completes their evaluation, the candidate may ask for reconsideration, adding an additional narrative and/or additional documents, including any documents requested by the TEAC and/or school director/department chair.

Promotion to Full Professor Timeline

all one year prior to application:	aculty should discuss with department chair/school director their plan to apply for promotion to full professor.
March 1 or sooner:	Candidate must submit a list of at least 8 to 10 external reviewers (can be ranked) to the department chair/school director. The department chair/school director should advise the candidate of any reviewers on the list that do not meet appropriate qualifications (see External Reviewers below .
May 1 or sooner:	Department chair/school director forms a Promotion to Full Evaluation and Advisory Committee (PFEAC . Department chair/school director provides the candidate's external reviewer list to the PFEAC. Department chair/school director, in collaboration with the PFEAC, creates a list of 5 to 10 external reviewers (can be ranked) that meet appropriate qualifications and shares it with the candidate. This list may contain reviewers from the candidate's list.
May 15 or sooner:	The candidate can submit to the department chair/school director a brief rebuttal for any prospective reviewer, explaining why a reviewer should not be contacted.
May 31 or sooner:	Department chair/school director creates a "composite" list, consisting of the candidate's and P EAC lists with any reviewers removed at the discretion of the department chair/school director based on any rebuttal from the candidate. The list, containing at least 12 prospective reviewers, will be sent to the Dean using the [Prospective External Reviewer] spreadsheet.
June 15 or sooner:	Department chair/school director sends out the "UTR V External Reviewer Email Template for Candidates Under Consideration for Tenure/Promotion" (See Appendix A) to every prospective reviewer approved by the Dean.

	If the reviewer accepts, the department chair/school director sends • "UTR V External Reviewer Email Template for Candidates Under Consideration for Tenure/Promotion" See Appendix B). • Candidate's Self-Assessment • Candidate's Curriculum Vitae • Copies of the candidate's representative publications, recordings, images, as applicable.
August 15 or sooner:	Deadline for external reviewer letters. Department chair/school director should track all external reviewers using the [Candidate External Review Summary] spreadsheet. A candidate must have 5 external reviewers.[4] If it appears that there will be less than 5 external reviewers by August 1, the school director/department chair should identify additional prospective external reviewers. After consulting with the candidate, the PFEAC, and dean, the school director/department chair should contact these new external reviewers. Department chair/school director sends two copies of each external reviewer response to the Associate Dean for Academic Affairs: an original and a version that the school director/department chair has redacted removing any identifying reference. The Associate Dean for Academic Affairs will approve the redacted version and send both versions to the College of Fine Arts FPT liaison who will create SharePoint files for the P EAC.
all:	Candidate will apply for promotion by submitting a dossier (typically due September 15). P EAC evaluates the dossier and meets with the candidate to answer any questions that they may have before submitting an evaluation into their SharePoint file, including a vote of PFEAC members. If the vote is not unanimous, a minority report should be included in the SharePoint file. The College of Fine Arts FPT liaison will copy and paste the evaluation into FPT.

[4] Academic Policy Memorandum (2025-005): External Reviewer Selections for Faculty Promotion and Tenure. "In the event that five reviewers cannot be located, the department chair or dean must explain in writing why" (p. 1).

After the school director/department chair completes their evaluation, the candidate may ask for reconsideration, adding an additional narrative and/or additional documents, including any documents requested by the PFEAC and/or school director/department chair

External Reviewers. All promotion processes must include input of a "candidate's research, scholarship, and/or creative activity." These external reviewers must have the following qualifications:

1. At the rank or higher with tenure status than the candidate or hold an equivalent international position.
2. Experts in the research/creative area of the candidate as demonstrated through scholarly accomplishments.
3. Work at peer institutions, aspirational institutions with Carnegie R1 status, or are from prominent departments/institutions in the candidate's area of expertise (see institutions below). If the reviewer is not affiliated with a university, then the reviewer must be affiliated with a research/creative activity organization of the "highest caliber." [5]
4. No previous personal or collaborative relationship with the promotion candidate that may create the perception of bias or conflict of interest.
5. No more than one reviewer from the same university and department may be included in the application. In some circumstances, two reviewers from one institution may be selected if they are at a large institution and in different departments.[6]

Peer/aspirational institutions. The department chair/school director must obtain permission from the dean to request a letter from any external reviewer who does not work at an institution with Carnegie R1 status. This request should include a narrative describing the "prominence" of the external reviewer and/or their department/institution.

[5] *External Reviewer Selection Guidelines: Faculty Tenure and Promotion*, p. 1.
[6] Academic Policy Memorandum (2025-005): External Reviewer Selections for Faculty Promotion and Tenure.

Appendix A: UTRGV External Reviewer Email Template for Candidates Under Consideration for Tenure/Promotion

Dear _____,

Hope this email finds you well.

Professor _____, <insert rank> of <insert department name>, will be going up for <insert tenure and promotion or promotion to full professor> this all. We have identified you as a leading professional in the field and would like to request your evaluation of the candidate's research and impact on the field.

If you agree, we will send you copies of Professor _____'s vitae, three publications, and a summary of their research/scholarship during their time in rank. We will ask you to assess the significance and quality of their work along with how the candidate compares to others in the field.

We recognize that, as a leading scholar in your field, you are already very busy but your assessment is a crucial component of our evaluation process. If you are willing, I will send you the materials and request that you return your evaluation by August 15th.

Thank you for considering this important service. Please let me know if I can provide any additional information.

Sincerely,

Appendix B: UTRGV External Reviewer Letter Template for Candidates Under Consideration for Tenure/Promotion

Date

Name
Address

Dear Professor _____,

(NAME), who is an (Assistant/Associate) Professor, is being considered for (promotion/tenure and promotion) to the rank of (Associate/Full) Professor in the Department of _____at The University of Texas Rio Grande Valley. Given your expertise, you have been identified as a potential external referee to help us evaluate their credentials. I have, therefore, asked you to make an assessment of Professor _____'s scholarship. You will find enclosed a copy of Professor _____'s self assessment, curriculum vitae and copies of representative publications.

In particular, we want your opinion on the importance of Professor _____'s scholarly work, its range and depth, and the quality of its presentation relative to the rank being sought. Your frank evaluation of this candidate is essential for the review process. Please provide the following in your assessment of Professor _____.

1. A statement describing the nature of the external reviewer's relationship with the candidate, if any type of relationship exists.
2. An assessment of the quantity, quality, significance, and impact of the candidate's research, scholarship, and/or creative works.
3. An assessment of the recognition and reception of the candidate's work in the field or discipline.
4. An assessment of the reputation, prominence, and/or appropriateness of the outlets publishing or hosting the candidate's work.
5. An assessment of the anticipated trajectory of the candidate's work, which should include a judgement about the candidate's ability to sustain productive and obtain prominence in the field (or has obtained this prominence if applying for full professor).
6. An assessment of whether the candidate compares favorably to others in the field at a comparable stage of their career.

UTRGV is a public university in the University of Texas System, with more than 30,000 students and is one of the largest Hispanic Serving Institutions in the United States. UTRGV is an Emerging R1 institution with aspirations of moving to R1 status in the next ten years. UTRGV also has a Carnegie Foundation Community Engagement Classification. The annual workload allocations for this faculty member were: _____ Candidates will receive a redacted version of all evaluations in their file, with identifying information removed. Review committees and administrators will receive un-redacted versions.

****For candidates who have received tenure clock extensions, please add the following paragraph:****

Please note that Professor _____received a one year interruption of their tenure clock by virtue of University policy. Under these circumstances, the criteria for promotion and tenure are no different than for faculty whose tenure clock has not been interrupted. We, therefore, request that this situation not be a factor in your evaluation.

We would very much appreciate your letter by (DATE). Please do not hesitate to contact me (phone ___,

email ____) if you have any questions or are in need of additional information. Thank you very much for your time and effort in helping us review (NAME)'s credentials for tenure and promotion.

Sincerely,