



2023-2024
CALENDAR AND PROCEDURES
REVIEW OF NONTENURED TENURE TRACK FACULTY RECOMMENDATIONS FOR TENURE
RECOMMENDATIONS FOR PROMOTION & EMERITUS STATUS

SPRING 2023				
DATE	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Monday May 8	N/A	<p>Faculty who wish to be considered for tenure in the upcoming tenure and promotion cycle must notify their academic chair, director, or dean¹.</p> <p>Tenure-Stream/Tenured Faculty to send academic chair, director, or dean² initial documents needed for request of external letters if they are required or desired.</p> <p>Provost's Office will notify academic chair, director, or dean¹ of tenure-stream/tenured faculty to be considered for tenure and promotion in the upcoming academic year.</p>	<p>Faculty (tenure track, tenured, Professor of Professional Practice, instructor) who wish to be considered promotion in the upcoming tenure and promotion cycle must notify their academic chair, director, or dean¹.</p>	<p>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.</p>
Thursday May 25	N/A	<p>Academic chair, director, or dean² 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.</p> <p>Academic chair, director, or dean¹ will have initiated the collection of appropriate materials for external letters for tenure, promotion or emeritus status from all appropriate faculty.</p> <p>The faculty member may submit any other information considered relevant by the faculty member.</p>		

¹ Dean in the John V. Roach Honors College

² Dean in Neeley School of Business and John V. Roach Honors College

FALL 2023				
DATES	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Tuesday September 5	The tenure-stream faculty member will have submitted the materials (dossier, etc.) requested and any other information considered relevant to the appropriate academic chair, director, or dean ¹ .		The non-tenure stream faculty member will have submitted the materials (dossier, etc.) requested and any other information considered relevant to the appropriate academic chair, director, or dean ¹ .	N/A
Monday October 2	The tenured faculty and academic chair, director, or dean ¹ 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.	N/A	N/A
Thursday October 5	The academic chair, director, or dean ¹ 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 by the academic chair, director, or dean ¹ .	N/A	N/A
		<i>No further additions of scholarly materials to the tenure and promotion packet normally will be accepted.</i>	N/A	
Monday October 9	N/A	The academic chair or director ³ will have met with the department advisory committee and will have presented written recommendations for tenure, promotion, or emeritus status along with supporting evidence.		
Monday October 16	N/A	The department advisory committee or tenured faculty ¹ will have submitted in writing its judgment of the recommendations for tenure, promotion, or emeritus status to the chair or dean ¹ .		
Monday October 23	N/A	Academic chair, director, or dean ¹ will have discussed the proposed action concerning promotion and/or tenure with the faculty member before forwarding or declining to forward such recommendation to the dean (see Faculty/Staff Handbook) ⁴ .		N/A
	N/A	The academic chair or director will have forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the appropriate dean ³ .		
Monday November 13	N/A	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.		

¹ Dean in the John V. Roach Honors College

³ Except in the John V. Roach Honors College.

⁴ In the case of a denial, "The appeal begins at the level at which the denial decision has occurred (i.e., Department, School, College, or University) within 20 days (one month) of the faculty member's receipt of written formal notification of denial." See IV. Appeal Process in the Handbook for Texas Christian University Faculty and Staff.

SPRING 2024				
DATES	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Thursday January 4	N/A	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.		
Tuesday January 16	Tenure-stream faculty in their first year will have submitted the materials requested and any other information considered relevant to the appropriate academic chair, director, or dean ¹ .	N/A		
Friday January 19	N/A	If the dean declines to endorse and forward a chair's recommendation concerning promotion and/or tenure, the dean will have discussed the reasons for the denial with the chair and the candidate before submitting the college recommendation to the chief academic officer. (See Faculty/Staff Handbook p. 44, Faculty Advisory Committee Structure III, para 6.) ⁴		
Monday January 29	N/A	The dean will have conferred with each academic chair, director, or dean ¹ and forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the Provost/Vice Chancellor for Academic Affairs.		
Monday February 12	N/A	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.		
Monday February 12	N/A	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.		
Monday February 12	N/A	If the Provost/Vice Chancellor for Academic Affairs declines to endorse and forward a dean's recommendation concerning promotion and/or tenure, Provost/Vice Chancellor for Academic Affairs shall discuss the reasons for the denial with the dean, the chair and the candidate before submitting the University recommendations to the Chancellor. (See Faculty/Staff Handbook p. 44, Faculty Advisory Committee Structure III, para 6.) ⁴		
Wednesday February 14	The tenured faculty and academic chair, director, or dean ¹ 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.	N/A		
Friday February 23	N/A	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.		
Friday April 12	N/A	The TCU Board of Trustees will consider the tenure and promotion recommendations of the Academic Affairs Committee.		

¹ Dean in the John V. Roach Honors College

⁴ In the case of a denial, "The appeal begins at the level at which the denial decision has occurred (i.e., Department, School, College, or University) within 20 days (one month) of the faculty member's receipt of written formal notification of denial." See IV. Appeal Process in the Handbook for Texas Christian University Faculty and Staff.