

CALENDAR AND PROCEDURES
REVIEW OF NONTENURED TENURE TRACK FACULTY RECOMMENDATIONS FOR TENURE
RECOMMENDATIONS FOR PROMOTION & EMERITUS STATUS
2022-2023

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/schools and their academic units may have additional dates 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

For TCU Policy and Procedures on Tenure and Promotion see "[Faculty and Staff Handbook](#)." Within this document, relevant sections are as follows:

- TERMS AND CONDITIONS OF SERVICE p. 33
- Emeritus Faculty. p. 33
- Tenure Policy p. 35-37
- Faculty Appointment, Reappointment and Promotion Policy p. 39-41
- Faculty Advisory Committee Structure p. 43-46
- Faculty Appeal Policy p. 49-54

COVID-19 NOTE – Given the worldwide COVID-19 pandemic, the University will consider requests for tenure extensions (for faculty appointed to fulltime tenure-track appointments prior to June 1, 2021) for extraordinary events as described in the Tenure Policy in the TCU Faculty and Staff Handbook.

DATES 2022-23	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Monday May 9, 2022		Faculty who wish to be considered for tenure in the upcoming tenure and promotion cycle must notify their departmental chair or Dean ¹ .	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 departmental chair or Dean ¹ .	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 ² initial documents needed for request of external letters if they are required or desired.		
		Provost's Office will notify departmental chairs or Dean ¹ of tenure-stream/tenured faculty to be considered for tenure and promotion in the upcoming academic year.		

¹ in the College of Education and John V. Roach Honors College

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

DATES 2022-23	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Thursday May 26, 2022		<p>Departmental chair 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>Departmental chairs 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>		
Tuesday September 6, 2022	<p>The tenure-stream faculty member will have submitted the materials (dossier, etc.) requested and any other information considered relevant to the appropriate departmental chair or Dean¹.</p>		<p>The 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 Dean¹.</p>	
Monday October 3, 2022	<p>The tenured faculty and departmental chair or Dean¹ 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.</p>	<p>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.</p>		

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DATES 2022-23	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Thursday October 6, 2022	The departmental chair 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 departmental chair or Dean ¹ .		
Monday October 10, 2022		The departmental chair 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 17, 2022		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 24, 2022		The Department Chair 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 p. 44, Faculty Advisory Committee Structure III, para 6.) ⁴		
Monday November 14, 2022		The departmental chair will have forwarded written recommendations on tenure, promotion or emeritus status and supporting evidence to the appropriate dean ³ .		
		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 in the College of Education and John V. Roach Honors College

³ Except in the College of Education and 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 on p. 49 of the Handbook for Texas Christian University Faculty and Staff. (2021-22).

DATES 2022-23	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Thursday January 5, 2023		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 17, 2023	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 ¹ .			
Friday January 20, 2023		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		
		The dean will have conferred with each departmental chair 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 January 30, 2023		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 13, 2023		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.		
		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		

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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 on p. 49 of the Handbook for Texas Christian University Faculty and Staff. (2021-22).

DATES 2022-23	ANNUAL PRE-TENURE REVIEW	TENURE DECISION YEAR	PROMOTION	EMERITUS
Wednesday February 15, 2023	The tenured faculty and departmental chair or Dean¹ 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.			
Friday February 24, 2023		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 March 31, 2023		The TCU Board of Trustees will consider the tenure and promotion recommendations of the Academic Affairs Committee.		

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