

TTUHSC, Jerry H. Hodge School of Pharmacy Promotion and Tenure Process

Petitioner	Department Chair	Faculty Affairs Chair	Dean	Provost/President	Board of Regents
June 1 - July 1	July 1 – August 31	Sept 1 – October 31	November 1 - 30	December 1 – January 31	February 1 - 28
Letter of Intent due to the Dean by <u>June 1</u>	Receive the Dossier and Checklist from the petitioner by July 1.	Receive the Dossier, Checklist and the supporting administrative documents file from the Department Chair by September 1.	Receive a <u>copy</u> of the Dossier and Checklist from the Petitioner by July 1.	Receive the Dossier and all administrative documents from the Dean by December 1.	HSC OP 60.01- 9.d.3. Faculty members may be awarded tenure and/or promotion <u>only</u> by formal action of the Board of Regents.
Prepare electronic Dossier according to the Departmental Guidelines	Initial and date the dossier Checklist document at each stage below as completed.	Initial and date the dossier Checklist document at each stage below as completed.	Receive an updated copy of the Dossier and all new administrative documents from the Dept. Chair by September 1.	Dossier under goes review and recommendations at the highest administrative offices.	All Promotions become effective on September 1 of the upcoming academic year.
Initial and Date the Dossier Checklist document.	Create a separate petitioner file to collect administrative documents, (e.g. ballots, reviews and recommendation letters).	Email Dossier and dept guidelines to FAC members for review.	Receive an updated copy of the Dossier and additional administrative documents from FAC Chair by Nov. 1.	Provost reviews the Dossier and collected documents from all stages of the review. Provost adds letter of recommendation to the President.	HSC OP 60.01 4.d. Members of the faculty with rank of Associate Professor and Professor alone are eligible for tenure.
Email the dossier as a single document PDF format (read only, password protected), along with the Checklist to the Dean and Department Chair by July 1.	Email the Dossier and Dept Guidelines to External Reviewers	At the conclusion of FAC review, add the committee ballots and FAC Chair recommendation letter, to the administrative documents file.	Initial and date the dossier Checklist document at each stage below as completed.	President reviews the Dossier and collected documents from all stages of the review. The final recommendation on promotion and/or tenure will be made by the President and forwarded to the Board of Regents.	Tenure becomes effective on the date of BOR approval for Associate Professor or Full Professor.
	Email Dossier and dept guidelines to Dept. Committee members for review.	Email Dossier and the expanded administrative documents folder to the Dean by November 1	Dean reviews the Dossier and all collected documents.		
	At the conclusion of external and dept reviews, email the Dossier and ALL new documents to the Faculty Affairs Committee Chair by September 1.		Dean adds letter of recommendation to the Provost and ensures that the HSC, Form No. 3 is completed and signed.		Tenure granted to Assistant Professor becomes effective along with the promotion to Associate Professor on September 1 of the upcoming academic year.
			Dean submits dossier and fully expanded administrative file to the Provost by December 1.		