<table>
<thead>
<tr>
<th>Due Date</th>
<th>Action</th>
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<tr>
<td>September 27, 2019</td>
<td><strong>Department Heads:</strong> Provide a list of upcoming candidates to Associate Dean for Faculty Affairs to Jaime Andres: <a href="mailto:jandres@tamu.edu">jandres@tamu.edu</a></td>
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| October 31, 2019    | **Department Heads in consultation with the P&T Committee Members and/or Program area Head:**  
|                     | • Select external reviewers (It is recommended that an equal number of letters be solicited from the candidates and department list)  
|                     | • **IMPORTANT:** Candidates should not contact potential external reviewers directly to inquire about their willingness to write a letter  
|                     | • Send midterm review dossiers to external reviewers                                                                                                                                            |
| January 31, 2020    | **Department Heads:** Collect external review letters (Tenure Track 5-7 letters minimum)                                                                                                           |
| February 21, 2020   | **Department Review Committee:** Review candidate’s materials and provide reports (teaching, research, and service) and recommendation (4 letters in total)                                               |
| March 9, 2020       | **Departments** submit PDF of Dossier and other required forms to the Assoc. Dean for Faculty Affairs for initial review (Use submission guidelines from the college)                                       |
| March 9 – 20, 2020  | **Faculty Affairs Office:** Reviews dossiers for compliance with 2019-20 University T&P Guidelines; returns to Departments to make corrections                                                                 |
| March 20, 2020      | Corrected Candidate’s materials available for review by college review committee                                                                                                                    |
| April 6, 2020       | **College Review Committee:** Submits committee letters reporting vote, recommendation and rationale to Associate Dean for Faculty Affairs.                                                               |
| April 30, 2020      | **College Review Committee’s** recommendations forwarded to Dean through Associate Dean for Faculty Affairs                                                                                       |
| May 15, 2020        | **Dean’s:** Recommendation completed and copy of the Dean’s recommendation sent to Dept. Head and candidate  
|                     | Midterm review process ends at the college level                                                                                                                                                |

*External reviewers not required for non-tenure track 3rd year reviews except in the case of 3rd year review and promotion being submitted at the same time.*