

**Midterm Review – Tenure Track & APT Faculty  
Timeline  
September 2020 – May 2021**

Due Date	Action
<b>September 28, 2020</b>	<b>Department Heads:</b> Provide a list of upcoming candidates to Associate Dean for Faculty Affairs (send to: Nicole Parker: <a href="mailto:nparker@tamu.edu">nparker@tamu.edu</a> )
<b>October 30, 2020</b>	<b>Department Heads in consultation with the P&amp;T Committee Members and/or Program area Head:</b> <ul style="list-style-type: none"> <li>• Select external reviewers (It is recommended that an equal number of letters be solicited from the candidates and department list)</li> <li>• <b>IMPORTANT:</b> Candidates should not contact potential external reviewers directly to inquire about their willingness to write a letter</li> </ul>
<b>January 8, 2021</b>	<ul style="list-style-type: none"> <li>• Send midterm review dossiers to external reviewers</li> </ul>
<b>February 8, 2021</b>	<b>Department Heads:</b> Collect external review letters by (Tenure Track 3 letters minimum)
<b>February 15, 2021</b>	<b>Department Review Committee:</b> Review candidate's materials and provide reports (teaching, research, and service) and recommendation (4 letters in total)
<b>March 15, 2021</b>	<b>Departments</b> submit PDF of Dossier and other required forms to the Assoc. Dean for Faculty Affairs for initial review (Use submission guidelines from the college)
<b>March 15 – 22, 2021</b>	<b>Faculty Affairs Office:</b> Reviews dossiers for compliance with <a href="#">University T&amp;P Guidelines</a> ; returns to Departments to make corrections
<b>March 29, 2021</b>	Corrected Candidate's materials available for review by college review committee
<b>April 19, 2021</b>	<b>College Review Committee:</b> Submits committee letters reporting vote, recommendation and rationale to Associate Dean for Faculty Affairs.
<b>April 23, 2021</b>	<b>College Review Committee's</b> recommendations forwarded to Dean through Associate Dean for Faculty Affairs
<b>May 14, 2021</b>	<b>Dean's:</b> 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.**