

May 30, 2008

Memorandum

To: All Faculty
Department of Soil and Crop Sciences

From: Dr. Scott Senseman, Promotion and Tenure Committee Chair
Dr. David Baltensperger, Department Head

Subject: Tenure and Promotion Procedures for Fiscal Year 2008

Let this memorandum serve as first notice that the promotion and tenure process will soon be initiated and that candidates should be developing packet materials to submit (see attached dates).

The Departmental Promotion and Tenure Committee shall consist of all faculty in the department with the rank of Professor and Associate Professor and who hold a majority appointment with TAMU, TAES, or TCE. Associate Professors will only consider and vote on candidates for promotion from Assistant to Associate professor, and shall be excused from the Committee during deliberations on candidates for promotion from Associate Professor to Professor. In promotions that involve tenure consideration, only tenured faculty will consider and vote on such promotions.

This process is important for retaining and rewarding faculty members who develop distinguished programs within their disciplines. **It is our expectation that you evaluate each candidate prior to our meeting as a group for voting.**

It is advisable that candidates provide their packets to their mentoring committee prior to departmental submission to the Departmental Promotion and Tenure Committee so that they can be adequately and thoroughly reviewed.

The following schedule will be utilized and should be closely adhered to in order to meet university deadlines:

- June 6, 2008 Potential candidates wishing to be considered for tenure/promotion should submit their request in writing to the Department Head/Resident Director. Department Head/Resident Director and Associate Department Heads will review request with potential candidate.
- June 13, 2008 Associate Department Heads will request specific information from the candidates (curriculum vitae, outside references, etc.). Outside letters will be requested.
- August 11, 2008 All requested documents are due to the main departmental office for review of documentation. Comments and suggestions will be relayed to the candidates prior to distribution to the committee.
- August 28, 2008 Final packets will be distributed to Promotion and Tenure Committee.
- September 10, 2008 Meeting of tenure and promotion committee to discuss candidates packets and record votes.
- September 26, 2008 Packets, accompanied by vote of tenure and promotion committee and unit head recommendations, forwarded to Dean/Director (date tentative).

Tenure and/or promotion represent major milestones in an individual's career. Care must be taken to ensure that the process is conducted in a fair and equitable manner.

Please let us know if you have questions or comments regarding these procedures. Please refer to the following website below on the Soil and Crop Sciences server for the Soil and Crop Sciences Promotion and Tenure Policy.

<http://soilcrop.tamu.edu/Promotion%20and%20Tenure%20Dept%20Guidelines%2004%20Final%20modified%209%2004.pdf>