This document summarizes the departmental process for conducting evaluations for annual reviews and for promotion and tenure decisions. 1 Credentials for evaluations will be due to the Chair of the Peer Review Committee at least 30 days prior to a scheduled meeting of the Committee. Credentials will be posted immediately and each faculty will receive access to view his or her materials that had been submitted prior to the scheduled Peer Review Committee meeting. Each faculty member submitting credentials will be responsible for scheduling a meeting with the department’s Administrative Assistant to verify that the credentials posted on line are accurate. The department’s Administrative Assistant will make the credentials available to members of the Peer Review Committee as appropriate. The initial meeting for the Peer Review Committee for the purposes of annual reviews and tenure and promotion will be no later than mid-April of each calendar year.

Following are the credentials necessary for each type of evaluation by the WFSC Peer Review Committee.

I. Annual Review – Yearly for Associate and Assistant Professors
   1. Current Curriculum Vitae
   2. Completed WFSC Summary Form
   3. Current Fiscal Year Plan of Work
   4. Current Fiscal Year Annual Achievement Report

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1. For additional information, please see the current TAMU Tenure and Promotion Packages Submission Guidelines prepared by the Office of the Dean of Faculties and Associate Provost.

2. Please include a signed acknowledgement that content is correct and current. Please ensure curriculum vitae lists terminal degree, year and institution of terminal degree, year of last promotion, years teaching at TAMU, years teaching at other university with faculty title.
II. Tenure Mid-Term Review – Faculty pre-tenure Assistant Professors
   a. Dossier Cover Sheet
   b. Statements on Research, Teaching and Service (Three typed pages maximum, single-spaced; 10 or 12-pt font; 1-inch margins).
   c. Current Curriculum Vitae
   d. Current TAMU Grants Summary Chart
   e. Candidate’s list and signed verification of what s/he has submitted to the departmental review committee
   f. Teaching Portfolio – for Tenure and Promotion credentials only
   g. Completed WFSC Summary Form
   h. Fiscal Year Plan of Work
   i. Current Fiscal Year Annual Achievement Report
   j. Copies of selected publications
   k. Teaching evaluation from Faculty member’s mentor and/or other members of teaching faculty – Assistant Professors only

1. Please use the (Word format, quick-fill) Dossier Cover Sheet available online at http://dof.tamu.edu/node/27.
2. Please include signed acknowledgement that content is correct and current. Please ensure curriculum vitae lists terminal degree, year and institution of terminal degree, year of last promotion, years teaching at TAMU, years teaching at other university with faculty title.
3. Please use format for grant summary chart in current TAMU Tenure and Promotion Packages Submission Guidelines prepared by the Office of the Dean of Faculties and Associate Provost – http://dof.tamu.edu
III. Tenure and Promotion Packet – Assistant Professor for Tenure and Promotion and Associate Professors for Promotion

a. Dossier Cover Sheet

b. Statements on Research, Teaching and Service (Three typed pages maximum, single-spaced; 10 or 12-pt font; 1-inch margins).

c. Current Curriculum Vitae

d. Current TAMU Grants Summary Chart

e. Candidate’s signed verification statement, listing what s/he has submitted to the departmental review committee

f. Teaching Portfolio – for Tenure and Promotion credentials only

g. Completed WFSC Summary Form

h. Fiscal Year Plan of Work

i. Current Fiscal Year Annual Achievement Report

j. Copies of publications

k. Teaching evaluation from Faculty member’s mentor and/or other members of teaching faculty – Assistant Professors only

1. Please use the (Word format, quick-fill) Dossier Cover Sheet available online at http://dof.tamu.edu/node/27.

2. Please include signed acknowledgement that content is correct and current. Please ensure curriculum vitae lists terminal degree, year and institution of terminal degree, year of last promotion, years teaching at TAMU, years teaching at other university with faculty title.

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