



## The Office of Academic Affairs

### Guidelines for Submission of Promotion and Tenure Recommendations

The UT System Office of Academic Affairs reviews recommendations to award tenure to eligible faculty and to promote faculty to a higher rank. To ensure that the dossiers of promotion and tenure candidates are presented in a consistent manner to the Board of Regents, UT System academic institutions should include the following documentation in support of recommendations for (i) promotion and tenure and (ii) promotion from associate professor to professor.

#### Documents

1. The summary table with all promotion and tenure cases reviewed that year, including those cases that are not recommended to the Board of Regents. Use the existing template found here: <http://www.utsystem.edu/offices/academic-affairs/promotion-and-tenure-recommendations-guidelines>.
2. For recommended cases, include the following:
  - ♦ A brief summary of the faculty member's teaching, research/scholarship, and service. The summary should be limited to three pages in length. The section on teaching should include a summary of student evaluations and peer observations of teaching. We recognize that, in cases involving hiring an individual with tenure, student evaluations and peer observations of teaching may not be available.
  - ♦ The faculty member's curriculum vitae
  - ♦ The external reviews of the faculty member's dossier if, and only if, the institutional review includes mixed votes, i.e., a vote of "no" was cast anywhere in the chain of events leading up to the president's review

#### Calendar

- May:* Institutions submit materials to the Office of Academic Affairs by May 1<sup>st</sup>. The drop dead deadline is May 15<sup>th</sup>.
- May-June:* The Office of Academic Affairs staff review dossiers and consult with institutional leadership, as needed.
- July:* Institutions prepare consent agenda items for the August Board of Regents meeting.
- August:* The Board of Regents takes action on recommendations.

#### Submission Instructions

Please submit all materials in electronic format to the Office of Academic Affairs using the e-mail address for document submission [proposal\\_intake@utsystem.edu](mailto:proposal_intake@utsystem.edu), a flash drive, or other means of providing System staff with electronic access.