



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

School of Medicine

**Tenure and Promotion Timeline**  
**General Timeline\*\***

<b>May</b>	Tenure/Promotion notification letters sent to all Campus Department Chairs & Faculty
<b>June</b>	Deadline for submission of department list of names for tenure/promotion to the Office of Faculty Affairs & Development <b>REQUIRED:</b> The candidate furnishes the Campus Department Chair with five names that can be contacted for Academic letters of reference. It is the responsibility of the Campus Department Chair to obtain letters of reference from at least three but no more than five references and submit these letters to the Office of Faculty Affairs and Development by September 1. <b>OPTIONAL FOR CLINICAL FACULTY:</b> In addition to the required letters, the <b>candidate</b> may request up to 3 confidential letters from TTUHSC or community physicians (not in the applicant's department) who can speak to their clinical excellence. It is the responsibility of the candidate to request the letters and ask that the letters be mailed directly to the Office of Faculty Affairs and Development no later than September 1. ( <i>See Procedures for Tenure &amp; Promotion for further details</i> )
<b>September</b>	Deadline for submission of all tenure/promotion documents by the Campus Department Chair to the Office of Faculty Affairs & Development
<b>September</b>	Review by Department Tenure/Promotion Committee; submission of ballots to the Office of Faculty Affairs & Development
<b>September/October</b>	Review by Campus Department Chair for his/her submission of ballot & letter of recommendation; all documents forwarded to the Office of Faculty Affairs & Development
<b>October/November</b>	Review by School of Medicine Tenure and Promotion Committee
<b>November/December</b>	Review by School of Medicine Dean
<b>December</b>	Review by President
<b>February/March</b>	Consideration by Board of Regents

**\*\*Specific dates released each year**