



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

**TENURE AND PROMOTION
TIMELINE
2021-2022**

May 14	Tenure/Promotion notification letters sent to all Campus Department Chairs & Faculty
June 4	Deadline for submission of department list of names for tenure/promotion to the Office of Faculty Affairs & Development. REQUIRED: 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. OPTIONAL REFERENCE LETTERS: In addition to the required academic letters, the candidate may request up to 3 confidential letters from colleagues (not in the candidate's department) who can speak to their area of excellence (clinical, scholarly, OR teaching). It is the responsibility of the candidate to request the letters and ask that the letters be submitted directly to the Office of Faculty Affairs and Development no later than September 1. <i>(See Procedures for Tenure & Promotion for further details)</i>
September 1	Deadline for submission of all tenure/promotion documents by the Campus Department Chair to the Office of Faculty Affairs & Development
September 8-22	Review by Department Tenure/Promotion Committee with submission of ballots to the Office of Faculty Affairs & Development
Sept. 23-October 6	Review by Campus Department Chair for his/her submission of ballot & letter of recommendation; all documents forwarded to the Office of Faculty Affairs & Development
Oct. 8-Nov 10	Review by School of Medicine Tenure and Promotion Committee
Nov. 16-Nov. 30	Review by School of Medicine Dean
December 1	Review by President & Provost
January	Review by Chancellor
February	Consideration by the Board of Regents