

3/29/2024

Texas A&M University School of Dentistry  
2024-2025 Promotion Review Process

**DOSSIER PREPARATION REQUIREMENTS- CANDIDATES AND DEPT HEADS**

Contents	Promotion Due Dates
<p><b>EARLY NOTICE –</b>            -Submit form directly to <u>Dr. Lavern Holyfield</u> for <b>Peer Review of Teaching</b> (<i>recent review recommended</i>)            -Coordinate External Reviewers w/Dept* for <u>balanced combined</u> list.            -Ask OFA to contact peer and/or student-mentees for <u>confidential</u> signed letters of support (<i>optional but recommended especially for grad courses</i>)            - SOD official <b>photograph</b> – contact Steven Crow, <a href="mailto:crow@tamu.edu">crow@tamu.edu</a></p>	<p>Peer &amp; Student/Mentee letters of support sent directly to Stephanie Renfro <a href="mailto:stephanie.j@tamu.edu">stephanie.j@tamu.edu</a> by <b>5/6/2024</b>   <i>Scanned signed letter addressed to Dr. Lily T. Garcia, Dean, on letterhead if possible</i></p>
<p><b>TAMU Candidate External Reviewers Chart</b>   <b>SOD External Reviewer Bios: 3-4 Non-tenure/5-7 (7 preferred) for Tenure</b>            Candidate meets w/Dept Head; (<i>Dept. Head contacts/ confirms reviewers</i>) *   <b>SOD Candidate External Reviewer Checklist – submit with department names and approval; <u>Reviewer Letters Requested &amp; Added to Dossier by OFA</u></b></p>	<p><b>April 15, 2024*</b>  <u>Send to Stephanie Renfro, OFA</u></p>
<ol style="list-style-type: none"> <li><b>**Impact Statement on Teaching, Research &amp;/or Scholarly Creative Activities, and Service</b> (<i>certified in Interfolio</i>)</li> <li><b>**Curriculum Vitae using Word Template to be provided OR F180 Vita available in Interfolio</b> (includes Biography &amp; Grants Table)</li> <li><b>Interfolio Verification of Contents Statement</b></li> </ol>	<p><b>May 6, 2024(**see below)</b>  <u>Upload to Interfolio</u></p>
<p><b>**Course Evaluation Summary:</b> Lecture, Lab &amp; Clinical - <i>Maximum of 10 each from past 5 years - 2019-20 to 2023-24</i>  <b>**Teaching Support Materials</b> - Peer Review of Teaching (<i>see Early Notice above</i>); course syllabi, etc.  <b>**Research Paper Citations</b> (<i>if applicable</i>) <i>Check with Library for Assistance</i>  <b>**Publication PDF's</b> (<i>Tenure track only/ tenured candidates-submit two most recent</i>)</p>	<p><b>May 6, 2024</b>  <u>Upload to Interfolio</u></p>
<p><b>Annual Faculty Evaluations –Past 5 Calendar Yrs. 2019-2023.</b>  <b>For school committee review only</b>   <b>Send SOD official photograph to OFA</b></p>	<p><b>August 12, 2024</b></p>
<p><b>SOD External Reviewer Biography/Justifications - <u>SEND to OFA with candidate checklist; External Reviews requested &amp; added in Interfolio by OFA</u></b>  <b>*Meet w/Candidate as needed to coordinate.</b></p>	<p><b>April 15, 2024 *</b>  <i>(External Reviews added mid-June)</i></p>
<p><b>Appoint 5-Member Department Review Committee (DRC)</b> with 1 member serving as Chair (<i>all members at or above rank candidate is reviewed for</i>).  <b>Notify OFA of Committee Membership by May 31, 2024</b></p>	<p><b>June 3, 2024</b></p>
<p><b>DRC Letter-</b>Uploaded by Committee Chair or OFA to <b>Interfolio</b> for Dept. Head review</p>	<p><b>August 12, 2024</b></p>
<p><b>Department Head Letter – <u>Uploaded to Interfolio</u> by Department or OFA.</b></p>	<p><b>September 9, 2024</b></p>

**\*External Reviewers should not be former mentors, co-authors, or anyone else that has a recent relationship with the candidate. They should be from multiple AAU institutions, with 1/2 of reviewer names put forward by the Dept. Head and 1/2 by the Candidate. If not from AAU Institution, a justification will need to be provided. Reviewers should be confirmed ONLY by the Dept. Head (not the candidate) regarding their willingness to review; no further contact after that. OFA will manage.**

**\*\* For external review – Impact Statement, CV, Course Evaluations, and Teaching Support Materials uploaded to Interfolio.**