



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

School of Medicine

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

March/April	Tenure/Promotion notification letters sent to all Campus Department Chairs & Faculty
April	Deadline for submission of department list of names for tenure/promotion to the Office of Faculty Recruitment, Affairs & Development <b>REQUIRED:</b> The candidate furnishes the Campus Department Chair with five names that can be contacted for Academic letters of reference by April 1 <sup>st</sup> . 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 Recruitment, Affairs and Development, via Workflow Manager, by July 15 <sup>th</sup> . <b>OPTIONAL REFERENCE LETTERS:</b> In addition to the required academic letters, the <b>candidate</b> 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 Recruitment, Affairs and Development no later than July 15 <sup>th</sup> . (See <i>Procedures for Tenure &amp; Promotion for further details</i> )
July	Deadline for submission of all tenure/promotion documents by the Campus Department Chair to the Office of Faculty Recruitment, Affairs & Development
July/August	Review by Department Tenure/Promotion Committee; submission of ballots to the Office of Faculty Recruitment, Affairs & Development
August	Review by Campus Department Chair for his/her submission of ballot & letter of recommendation; all documents forwarded to the Office of Faculty Recruitment, Affairs & Development
September/October	Review by School of Medicine Tenure and Promotion Committee
October	Review by School of Medicine Dean
November	Review by Provost
December	Review by President
January	Review by Chancellor
February/March	Consideration by Board of Regents

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