Annual Faculty Evaluation Cycle Timeline

March 2023

TEXAS A&M UNIVERSITY
GALVESTON CAMPUS

Addendum J

Interfolio Cycle Evaluation Steps

Note: College and Department Administrators have full access to the case no matter which step the case is at.

Department Head

- Meets annually with each faculty member
- Advises CAO office of who needs an evaluation case created
- Advises CAO office of Dept Review Committee membership

College Administrator

- Department and College Review Committees built in Interfolio
- Cases are created for faculty undegoing review
- Candidates notified via Interfolio system generated email that case is ready

Candidate

- Faculty member uploads all required dossier documents for the evaluation type
- Submits case by **April 15th**
- Refer to governing guidelines for complete details

Department Administrator

- Checks case against governing guidelines (dept, college & DoF)
- Works through Department Head to correct any deficiencies
- Sends case to Department Review Committee step

Department Review Committee

- Reviews, analyzes, and evaluates case
- Provides required reports for evaluation type
- Sends case to the Department Head step by **September 15th**

Department Head

- Recommendation letter uploaded
- All required documents uploaded by Department Head or Dept Administrator before case moves to next step
- Sends case to College Administrator step by **September 30th**

College Administrator

- Checks case against governing guidelines (college & DoF)
- Follows up on any deficiencies with Department Head
- Sends case to College Review Committee Step

College Review Committee

- Reviews, analyzes, and evaluates case
- Provides required report and recommendation by **October 31st**
- Sends case to the college "Dean" (CAO) step

Chief Academic Officer

- Reviews, analyzes, and evaluates case
- Provides required recommendation by **November 30th**

College Administrator

- Finalizes Dossier Coversheet
- Sends all promotion and/or tenure cases to DoF by annually published deadline
- Closes all mid term and post tenure review cases