DEPARTMENT AND SCHOOL/COLLEGE PROCEDURES FOR PREPARATION OF
RECOMMENDATION FOR TENURE AND PROMOTION

It is important that the recommendations be as detailed and current as possible because they are
the basis on which decisions are made by the various University administrators and
committees. The faculty member is responsible for the preparation of the vita and supporting
materials. Please put the tenure packets in the following order:

A. Items 1-4 below should be addressed by the Chair or Dean (if school not organized on a
departmental basis) and sent as a formal memorandum to the Provost and Vice
Chancellor for Academic Affairs. A separate memorandum must be submitted for each
person.

1. **Dean’s final recommendation.** Include the judgment of the departmental or college
   advisory committee. Give specific recommendation of action to be taken.

2. **Recommendations** (All departmental and college level recommendation letters).

3. **Annual Tenure and Promotion Review Letters.**

4. **External review letters.** Letters to include assessment of scholarship or creativity.

B. Vita [Reference - TCU Vita Format].

C. Personal letter.

D. List of all available additional materials for review.
   1. Table of contents from materials folder.

All packets are to be submitted to the Provost’s BOX by the schools/colleges. Please contact
Mica Bibb (m.k.bibb@tcu.edu) for the setup of a BOX for each faculty.