



TEXAS A&M UNIVERSITY  
Faculty Affairs

# P&T Simplifications

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# Guiding principles

- Parsimony
- Eliminate redundancy
- Using technology to reduce workload
- Maintain integrity of the process and high standards
  
- Informed by feedback from faculty



# General Process

Current Process	Proposed Process	Benefit
University guidelines are lengthy & complicated	Make web-based & simplify	Easier to use
Annual workshop provides list of changes to guidelines	Make short list of changes on web guide	Easier to identify shifts from previous process
Multiple locations for guidelines, forms, Interfolio instructions	Web-based instructions integrate all information needed for each part of process; provide purpose, approach, and examples for each step	Easier to use
Guidelines for APT faculty are unclear	Clarify university guidelines for APT faculty promotion paths	Easier to use and ensure consistency between units and university guidelines



# External reviewer letters

Current Process	Proposed Process	Benefit
Many units create external reviewer requests and send directly	Request letters through Interfolio	Standard template automatically included & all benefits below
Units that request directly upload letters	Automatic	No need to separately upload letters
Units provide extensive justifications for reviewers outside “typical”	Checkboxes as part of letter request; open brief text box entry if none of boxes	No need for separate form; no extensive justification
Units must monitor accepts/declines and remind reviewers	Automatic	Limited monitoring, can tell if email even opened



# External reviewer letters

Current Process	Proposed Process	Benefit
Units upload a document listing the external reviewers information	Entered as part of letter request	No need to separately create or upload
Units upload an external reviewer checklist	Checkboxes as part of letter request	No need for separate form; permits check before letter requests
Units create an external reviewer chart	Checkbox as part of letter request; accept/decline automatic recorded	No need for separate form or upload
Units write biographies of external reviewers (max half page)	Text box entry; max 100 words; can include website link	No need for separate information or long descriptions



# Process for TRUH

Current Process	Proposed Process	Benefit
Three arms-length letters in addition to reference letters	Three reference letters can be used; must address tenure questions *if not a target recruit, might need to request revision of letters	Speeds review process and TRUH hires
If NA member, only three arms length letters from candidate list required	Three reference letters can be used	Speeds review process and TRUH hires



# Candidate Dossier Contents

Current Process	Proposed Process	Benefit
Candidate can read guidelines	Provide on-demand, short modules on each part of the dossier with Interfolio instructions	Makes most critical information available when needed
Candidate develops CV with minimal consistency on structure and elements	Template available and used for CVs *note need to give to candidates early	Facilitates review; reduces uncertainty; eliminates need for tables
Candidate fills out and uploads grant table	Include in template CV	No separate upload



# Candidate Dossier Contents

Current Process	Proposed Process	Benefit
Candidate completes a form verifying contents	Checkbox in Interfolio	No separate upload/form
Candidate writes a biography for the dossier and uploads	Use biography from F180	Only need to develop one time and then update
Candidate creates a faculty summary data table	Information curated within F180	No separate form/upload
Candidate/department pull student evaluation data for reports and tables	Use AEFIS API within Interfolio to get scores **Working on if feasible**	No separate data search/table creation
Dossier cover sheet	Remove – redundant	No form





# Department/College Process

Current Process	Proposed Process	Benefit
Department records votes, stated repeatedly in reports	A staff administrator enters vote outcomes once in Interfolio	No additional documentation in reports
Department head charged with notifying the candidate of outcomes	Interfolio gives notifications at each level *unit leader still gives details	Prevents accidental oversight of notifications
Department creates faculty tenure table	Remove - redundant with information from portal	No additional report



# Department/College Process

Current Process	Proposed Process	Benefit
Department committee creates 4 reports for scholarship, teaching, service, summary	Single report created, with sections contributed by three members *no minority reports separate	Reduces redundancy and uploads needed
Department Head generates report, with limited guidance and structure	Provide template for the structure of Department Head report for key elements to include	Eliminates uncertainty, ensures necessary information
Dean generates report, with limited guidance and structure	Provide template for the structure of Dean report for key elements to include	Eliminates uncertainty, ensures necessary information
Colleges provide copies of forms before December	Single spreadsheet with names of candidates and type of evaluation	Eliminates unnecessary information



# Department/College Clarifications

Current Process	Proposed Process	Benefit
Colleges vary in perceived efficiency	Work with units to review and reduce use of “other” dossier items	Reduce unnecessary elements
Faculty report confusion about processes between units and university	Work with units to align unit and university guidance and timelines	Clarifies process for units and faculty
Candidates report being unaware of unit timelines for reviews	Faculty affairs will post department/college timelines in April	Ensures candidates are aware of timelines early

## Current

Item 1: Candidate impact statement

Item 2: Candidate CV

Grant summary chart

Item 3: Verification of contents statement

Biography

Faculty summary table

Item 4: Teaching report

Item 5: Research/scholarly report

Item 6: Service report

Item 7: Other activities report

Item 8: External reviewers letters

External reviewers chart

Candidate and dept external reviewer checklist

One example of external reviewer letter request

External reviewer biographies (max half page)

External reviewer letters in alphabetical order

List of peer departments if different than AAU

Item 9: Department summary report

Item 10: DH recommendation

Item 11: College/school recommendation

Item 12: Dean recommendation

Item 13: Other materials and documentation

Current	Proposed
Item 1: Candidate impact statement	Item 1: Candidate impact statement
Item 2: Candidate CV	Item 2: Candidate CV
Grant summary chart	
Item 3: Verification of contents statement	
Biography	
Faculty summary table	
Item 4: Teaching report	Item 4: Department committee report
Item 5: Research/scholarly report	
Item 6: Service report	
Item 7: Other activities report	
Item 8: External reviewers letters	Item 5: External reviewers letters
External reviewers chart	
Candidate and dept external reviewer checklist	Candidate checklist
One example of external reviewer letter request	
External reviewer biographies (max half page)	
External reviewer letters in alphabetical order	
List of peer departments if different than AAU	
Item 9: Department summary report	
Item 10: DH recommendation	Item 6: DH recommendation
Item 11: College/school recommendation	Item 7: College/school recommendation
Item 12: Dean recommendation	Item 8: Dean recommendation
Item 13: Other materials and documentation	<b>Item 9: Other materials and documentation</b>