

College of Health Professions

2023-2024 TIMETABLE OF PROCEDURES

for CLINICAL PROMOTION

Summer: Candidates should begin to compile information for their electronic dossiers for submission in January.

September 2023

By Last Friday in September (9/29): Candidates email a Letter of Intent to their Department Chair, cc'ing the Dean and interfolio@pace.edu.

October 2023

By Last Friday in October (10/27): Candidates who intend to go up for Clinical promotion will receive tutorial/instruction on dossier development and Interfolio by Zoom. Email questions to interfolio@pace.edu.

November 2023

On or before November 1: Candidates for promotion upload their FACT sheet in Interfolio for review by the Dean of their College/School (please contact Sergio Fernandes sfernandes@pace.edu to receive the FACT sheet form). The candidate must complete this form and provide a summary of their educational background, teaching experience, and relevant professional activities.

On or before November 1: Candidates provide **4-5 names and emails** of the required references to interfolio@pace.edu. **These letters are confidential and won't be seen by the candidate.** 2 reference letters are required, at least one within the candidate's school/college. Provide 2 additional names in case one or more references are unable to provide a reference. Note: The Program Director/Lead submits an evaluation in March and therefore cannot be one of the references. A candidate who is also applying for Clinical promotion in the same cycle cannot be one of the references either.

On or before November 1: Candidates provide materials for confidential references to review. These include CV, Fact Sheet, student course evaluations, peer observations, annual reviews/assessments, drafts of Executive Summary, Teaching, Professional and Service statements, and anything else the references may need to review and submit a letter.

By November 15: Faculty Center solicits confidential references to provide letters by **January 15**.

January 2024

By Wednesday, January 10: For each candidate, **Clinical Faculty Promotion Committee Chair** emails the list of Committee members to the Faculty Center interfolio@pace.edu so that members can receive access to the case.

By Sunday, January 14: Candidates submit all materials for Clinical promotion review.

By Monday, January 15: Letters of reference are due in Interfolio. 2 reference letters are required, at least one within your school/college.

February 2024

On or before February 13: All cases are sent forward to CFPC and the Program Lead to review.

March 2024

On or before the SECOND Thursday of March (March 14): The CFPC reviews all materials using the Markers of Excellence and the faculty-approved, program-specific criteria for appointment and promotion of faculty to the ranks of Assistant Clinical professor, Associate Clinical Professor, and Professor, and submits their evaluations to interfolio@pace.edu using the appropriate form.

The Program Lead also reviews all materials and submits an independent recommendation using the appropriate form to interfolio@pace.edu.

April 2024

By Monday, April 15: Dean reviews all materials in light of faculty-approved appointment and promotion criteria and the recommendations of the CFPC and Program Lead and then submits evaluations, using the appropriate form, to Interfolio@pace.edu.

By Friday, April 19: Faculty Center forwards the case to the Office of the Provost **for final approval**.

June 2024

By June 28: Dean notifies the faculty about the decision regarding promotion by the end of June. All promotions are effective September 1.