

**Dyson College of Arts and Sciences, School of Education, Lubin
School of Business,
& Seidenberg School of CSIS**

**2023-2024 TIMETABLE OF PROCEDURES
for CLINICAL PROMOTION**

September 2023

By Last Friday in September (9/29): Candidate emails 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 will receive tutorial/instruction on dossier development and Interfolio by Zoom. Email questions to interfolio@pace.edu.

January 2024

By Wednesday, January 10: Department Clinical Review Committee Chair emails the list of Committee members to interfolio@pace.edu. (Note: All members of the Committee must be tenured. The Department Chair of a candidate cannot serve on the Committee.)

By Sunday, January 14: Candidate submits full dossier for department-level review.

February 2024

By Tuesday, February 13: Department Clinical Review Committee and Department Chair receive access to candidates' dossiers in Interfolio and begin their review.

By Thursday, February 29: Department Clinical Review Committee deliberates and votes. The Committee Chair fills out and submits the evaluation to interfolio@pace.edu.

March 2024

By Tuesday, March 5: Department Chair submits an independent evaluation to interfolio@pace.edu.

By Friday, March 8: Faculty Center shares the Department Clinical Review Committee evaluation and the Department Chair evaluation with the candidate. **College/School Clinical Review Committee** and **Dean** receive access to candidates' dossiers in Interfolio and begin their review.

By Monday, March 25: College/School Clinical Review Committee deliberates and votes. The Committee Chair fills out and submits an evaluation to interfolio@pace.edu. The written

recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

April 2024

By Monday, April 15: **Dean** submits an independent evaluation to interfolio@pace.edu.

By Thursday, April 18: The **Faculty Center** shares the School Clinical Review Committee evaluation and the Dean evaluation with the candidate.

By Friday, April 19: The **Faculty Center** sends the case forward to the Office of the Provost via Interfolio for final approval.

June 2024

By June 28: **Dean** notifies the candidate about the decision regarding promotion. All promotions are effective September 1.