

## 2023-2024 TIMETABLE FOR MID-TENURE REVIEW

### DYSON COLLEGE OF ARTS AND SCIENCES

**By start of Fall semester:** Candidate's **Department Chair** arranges for a peer observation of the candidate's teaching before the mid-tenure review begins.

**By November 1: Department Chair** notifies eligible faculty that their mid-tenure review will begin and emails [interfolio@pace.edu](mailto:interfolio@pace.edu) a list of mid-tenure candidates. (Mid-tenure reviews are done in the candidates' 3<sup>rd</sup> year of teaching at Pace or at the halfway point through the candidate's teaching timeline if the candidate applied prior service.)

- Candidates should contact their Department Chairs or Ally Kimmel via [interfolio@pace.edu](mailto:interfolio@pace.edu) for Mid-Tenure Guidelines and Timeline.

**By November 30: Faculty Center** will host a mid-tenure information session via Zoom with the candidates.

**By December 4: Department TAP Committee members** are communicated to [interfolio@pace.edu](mailto:interfolio@pace.edu) so they can be added to each case in Interfolio.

**By January 31: Candidates** submit their mid-tenure dossiers to their folders in OneDrive.

**By February 7: Candidates'** dossiers are locked, and the Interfolio cases are sent forward to the Departmental TAP Committee and the candidate's Department Chair, Director, or Associate Dean to begin the mid-tenure review. (After the cases are sent forward, the dossier is locked, and no additional documents are permitted to be included unless specified by the Committee, Chair, or AD.)

**By March 1: Candidate's Department Chair** reviews the candidate's cases and drafts assessments of the candidate.

- Candidate's Department Chair schedules a meeting with themselves, Dean, Associate Dean, and the candidate to discuss the review and the recommended actions. (A meeting between the candidate and the Chair is optional but will not replace the required review with the Chair, Associate Dean, and Dean.)

**By March 20: Candidate, Chair, Associate Dean, and Dean** meet to discuss the candidate's dossier.

**By April 15: Chair** drafts a letter summarizing the discussion and any agreements reached with the candidate. This letter is submitted to the Dean and Associate Dean for review **before** making it available to the candidate.

**By May 3: The Chair** submits the finalized, approved, and signed (by Chair, Associate Dean, and Dean) letter to [interfolio@pace.edu](mailto:interfolio@pace.edu) to secure a signature from the candidate.

**By May 10:** A fully signed letter is provided by the candidate in their case in Interfolio within a week, and the mid-tenure review is complete.