2021-2022 TIMETABLE OF PROCEDURES FOR CLINICAL PROMOTION
COLLEGE OF HEALTH PROFESSIONS

MAY 2021
By Last Friday in May: Candidates email a Letter of Intent to their Department Chair, cc’ing the Dean and interfolio@pace.edu.

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

OCTOBER 2021
On or before October 1: Candidates who are intending to go up for Clinical promotion will receive tutorial/instruction of dossier development and Interfolio by Zoom. Email questions to interfolio@pace.edu.

NOVEMBER 2021
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 educational background, teaching experience and relevant professional activities.

• Candidates also provide the names and contact information of the required references to interfolio@pace.edu. These letters are confidential and won’t be seen by the candidate. 2 references are required, at least one within your 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.

DECEMBER 2021
On or before December 1: For each candidate: Clinical Faculty Promotion Committee Chair emails the list of members to the Faculty Center interfolio@pace.edu so that members can receive access to the case.

JANUARY 2022
On or before January 15: Candidates submit all materials for Clinical promotion review.

FEBRUARY 2022
On or before February 1: All cases are sent forward to CFPC and the program lead to review.

MARCH 2022
On or before the SECOND Thursday of March: The CFPC reviews all materials, using 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 the Markers of Excellence, and submits their evaluations to interfolio@pace.edu, using the appropriate form.

On or before the SECOND Thursday of March: The program lead also reviews all materials and submits an independent recommendation, using the appropriate form to interfolio@pace.edu.

APRIL 2022
By April 1: The 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.

MAY/JUNE 2022
The Dean notifies the faculty about the decision regarding promotion. All promotions are effective September 1.