2021-2022 TIMETABLE OF PROCEDURES FOR MID-TENURE REVIEW
COLLEGE OF HEALTH PROFESSIONS

NOVEMBER 2021
By November 1: Dean’s Office notifies eligible faculty of their mid-tenure cycle. Internal mid-tenure peer review committee (PRC) members identified via CHPFC (one TAP member and one non-TAP tenured faculty). Dean’s office notifies the peer review committee of candidates and emails a list of candidates to interfolio@pace.edu.

By November 15: Internal PRC members meet with the Dean to identify a potential external peer committee member.

By November 22: Dean contacts appropriate school/college dean to endorse the proposed external peer reviewer and, assuming endorsement, invites him/her to participate in the MTR Committee. Thus, the peer review team will consist of three tenured faculty members, a CHP TAP committee member, non-TAP CHP faculty member, and a non-CHP faculty member.

By November 30: Each MTR candidate will receive Interfolio training through Zoom.

DECEMBER 2021
By December 2: Dean notifies internal committee members of external reviewer acceptance. Dean notifies faculty candidate of the MTR committee members.

(Note: The annual review is a snapshot of a particular year; however, the dossier for mid-tenure review is a comprehensive document spanning all years of full-time teaching at Pace. A self-assessment should reflect all years during the probationary period at Pace.)

JANUARY 2022
By January 31: MTR candidates submit their mid-tenure dossiers.

FEBRUARY 2022
By February 7: Candidates’ dossiers are locked and sent forward to the peer reviewers and to their program lead (Director or Senior Associate Dean).

By February 8: Mid-tenure PRC meets to review their charge, the CHP Markers of Excellence, relevant sections of the 2013 University Faculty Handbook, and Mid-tenure Review Process.

MARCH 2022
By March 2: Candidate meets with the review team, giving the candidate an opportunity to highlight portions of their Interfolio. Team members may ask questions of the candidate to clarify any aspects of the dossier. Following the meeting, peer team members review the candidate’s information.

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.