2021-2022 TIMETABLE OF PROCEDURES FOR MID-TENURE REVIEW

SEIDENBERG

SEPTEMBER 2021
By September 30: Dean’s Office or Department Chair notifies eligible faculty that their mid-tenure review will begin.

NOVEMBER 2021
By November 5: Mid-tenure review committee members or faculty are identified and communicated to interfolio@pace.edu so they can be added to each case in Interfolio.
By November 12: Training via Zoom and information regarding Interfolio are set up with candidates.

JANUARY 2022
By January 31: Candidate submits their mid-tenure dossier.

FEBRUARY 2022
By February 4: Candidates’ dossiers are locked and sent forward to the Mid-tenure review committee and the candidate’s Department Chair, Director, or Senior Associate Dean to begin the mid-tenure review.

MARCH 2022
By March 18: Mid-tenure review committee reviews each candidate’s case (either together in a meeting or individually) and then shares feedback.

APRIL 2022
By April 8: Mid-tenure review committee submit their written findings and recommendations to interfolio@pace.edu, using the appropriate form. The Chair, Director, or Associate Dean also provides a written recommendation to interfolio@pace.edu, using the appropriate form.
By April 22: Dean shares a summary of the findings and recommendations, both verbally and in writing.