2021-2022 TIMETABLE OF PROCEDURES FOR MID-TENURE REVIEW
DYSON AND SOE

SEPTEMBER 2021
By September 1: Dean or Department Chair notifies eligible faculty that their mid-tenure review will begin and for candidate to begin to prepare their mid-tenure dossier. (Mid-tenure reviews are done in candidate’s 4th year on the tenure-track. Please note that Ally Kimmel will keep a backup of data of all full-time faculty and their timelines.)

- Candidates should contact Ally Kimmel interfolio@pace.edu for guidance on preparing dossier and review of Interfolio.
- Dean’s Assistant/School Representative emails interfolio@pace.edu a list of mid-tenure candidates.

NOVEMBER 2021
By November 30: Training via Zoom and information regarding Interfolio are set up with candidates.

DECEMBER 2021
By December 2: 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.

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

FEBRUARY 2022
By February 7: Candidates’ dossiers are locked and the cases are 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. (After the cases are sent forward, the dossier is locked and no additional documents are permitted to be included unless specified by Committee, Chair, or AD.)

MARCH 2022
By March 1: Candidate’s department chair reviews the candidate’s case and drafts an assessment of candidate.

By March 10 (second Thursday in March): Mid-tenure review committee submit their written findings and recommendations to interfolio@pace.edu, using the appropriate form.

- Candidate’s department chair schedules a meeting with themselves, Dean, Associate Dean, and candidate to discuss the review and the recommended actions. (A meeting between the candidate and the Chair is optional; it does not replace the review with the Chair, Associate Dean, and Dean, which is required.)

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

By March 30: The Chair or Associate Dean drafts a letter summarizing the discussion and any agreements reached with the candidate at the November meeting. This letter is submitted for review (the draft must be reviewed by Dean and Associate Dean(s) before it is available to the candidate).

APRIL 2022
By April 25: The Chair or Associate Dean submits the finalized, approved and signed (by Chair, Associate Dean(s), and Dean) letter to interfolio@pace.edu, to secure signature from the candidate.

By April 30: A fully signed letter is provided by the candidate in their case in Interfolio within a week, and mid-tenure review is complete.