2021-2022 TIMETABLE OF PROCEDURES FOR MID-TENURE REVIEW - LUBIN

SEPTEMBER 2021

By September 1: Dean’s Office notifies eligible faculty and appropriate Department Chair that their mid-tenure review will begin and for candidate to begin to prepare their mid-tenure dossier.

- 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.

By September 9: Candidate’s department chair arranges for a peer evaluation of the faculty member’s teaching during the mid-tenure year before the mid-tenure review begins.

By September 10: Training via Zoom and information regarding Interfolio are set up with candidates.

By September 30: 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.

OCTOBER 2021

By October 15: Candidate submits their mid-tenure dossier to Interfolio.

By October 22: Candidates’ dossiers are sent forward to the Mid-tenure review committee (Lubin Department Chairs) and the candidate’s Department Chair to begin the mid-tenure review. (If a candidate has any additional material during the review, they may be provided to the Faculty Center at interfolio@pace.edu to be added to their case. The Faculty Center would then inform the Committee/Chairs of new documents.)

NOVEMBER 2021

By November 22: Mid-tenure review committee (Lubin Department Chairs) reviews each candidate’s case and submits a written report to interfolio@pace.edu, for the faculty member’s department chair to review.

DECEMBER 2021

By December 15: Mid-tenure candidate’s department chair reviews dossier and the reports, then prepares a written consensus report outlining the candidate’s strengths and weaknesses in teaching, research and service and discussing any additional steps the candidate should take to enhance their prospects for achieving tenure. This report is then emailed to interfolio@pace.edu.

By December 22: The department chair meets with the faculty member in person/online in order to discuss the consensus report and answer any questions the candidate may have. The Faculty Center uploads the consensus report to interfolio@pace.edu, providing the opportunity for the dean to review and comment if needed.

JANUARY 2022

By January 15: The consensus report is sent to the faculty member through Interfolio. In the event that the mid-tenure evaluation identifies problems that, in the opinion of the department chair and/or dean, will make the attainment of tenure highly unlikely, the chair is responsible for advising the faculty member so that a termination timetable can be arranged consistent with the University’s Faculty Handbook.