

SCHOOL OF EDUCATION & DYSON

2022-2023 TIMETABLE OF PROCEDURES FOR CLINICAL PROMOTION

SEPTEMBER 2022

By Friday September 23: Candidate emails a Letter of Intent to their Department Chair, cc'ing the Dean and interfolio@pace.edu.

OCTOBER 2022

By Friday, October 28: Candidates who are intending to go up for Clinical will receive tutorial/instruction of dossier development and Interfolio by Zoom. Email questions to interfolio@pace.edu.

DECEMBER 2022

By Thursday, December 1: Department Clinical Review Committee Chair emails the list of committee members to interfolio@pace.edu. (Note: all members of committee must be tenured; department chair of candidate cannot serve on the committee.)

JANUARY 2023

By Sunday, January 15: Candidate submits full dossier for Department-level review.

By Friday, January 20: Department Clinical Review Committee and Department Chair receive access to candidates' dossiers in Interfolio and begin their review.

FEBRUARY 2023

By Monday, February 6: Department Clinical Review Committee deliberates and votes. The Committee Chair fills out and submits evaluation to interfolio@pace.edu. (Note: all members of committee must be tenured; department chair of candidate cannot serve on the committee.)

By Monday, February 13: Department Chair submits an independent evaluation to interfolio@pace.edu.

By Tuesday, February 14: The Faculty Center shares the Department Clinical Review Committee evaluation and the Department Chair evaluation with candidate.

By Friday, February 17: College/School Clinical Review Committee and Dean receive access to candidates' dossiers in Interfolio and begin their review.

MARCH 2023

By Monday, March 13: College/School Clinical Review Committee deliberates and votes. The Committee Chair fills out and submits an evaluation to interfolio@pace.edu. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

By Monday, March 20: Dean submits an independent evaluation to interfolio@pace.edu.

By Tuesday, March 21: The Faculty Center shares the School Clinical Review Committee evaluation and the Dean evaluation with candidate.

APRIL 2023

By April 1: The Faculty Center sends case forward to the Office of the Provost via Interfolio no later than April 1 for final approval.

MAY/JUNE 2023

The Dean notifies the candidate about the decision regarding promotion. All promotions are effective September 1.