

## LUBIN SCHOOL OF BUSINESS

### 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](mailto: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](mailto:interfolio@pace.edu).

#### DECEMBER 2022

**By Thursday, December 1:** Department Clinical Review Committee Chair emails the list of committee members to [interfolio@pace.edu](mailto: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 submits evaluation (using template) to [interfolio@pace.edu](mailto: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 (using template) to [interfolio@pace.edu](mailto:interfolio@pace.edu). Department Chair also notifies the candidate of Department vote and recommendations.

**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 submits an evaluation (using template) to [interfolio@pace.edu](mailto: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 (using template) to [interfolio@pace.edu](mailto:interfolio@pace.edu). Deans notify candidates of the School vote and recommendations.

**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.