Spring/Summer 2022: Initiation of TAP Process and Solicitation of External Reviews

**FEBRUARY/MARCH**

- **Candidates**
  - email their Dept Chair, cc’ing the Dean:
    1. Letter of Intent
    2. List of 5-10 external evaluators
    3. FACT sheet
  - February 14

- **Faculty Center**
  - holds a session on dossier development & Interfolio by Zoom.
  - March 1

- **Candidates**
  - email a draft dossier to their Department Chair for feedback, cc’ing their Dean.
  - March 6

**MARCH**

- **Department TAP Committees**
  - form, and, in collaboration with Department Chairs, develop additional names of external evaluators for each candidate.
  - March 11

- **Department Chair**
  - provides feedback to the candidate on their draft dossier.
  - March 30

- **Department Chairs**
  - send the list of external evaluators and their bio-sketches, developed in collaboration with Department TAP Committees, to candidates for comment.
  - March 23

- **Candidates**
  - send comments on the full list of external evaluators to their Department Chair. Candidates are permitted to exclude 1/3 of the individuals from the full list.
  - March 25

- **Dean’s Office**
  - sends the list of external evaluators and their bio-sketches, developed in collaboration with Department TAP Committees, to candidates for comment.
  - March 30

- **Dean’s Office**
  - reaches out to School’s Faculty Council Chair to inform them of the TAP timeline and procedures and to allow them time to form the College/School TAP Committee
  - May 31

- **Faculty Center**
  - solicits the finalized roster of external evaluators to receive at least 5 commitments per case.
  - March 31

**MAY/JUNE**

- **Candidates**
  - submit the following documents in OneDrive for external evaluation: curriculum vitae, executive summary, scholarship/research statement and scholarship/research supporting documents.
  - May 11

- **Faculty Center**
  - The External Evaluators who committed to providing an evaluation for a candidate receive access to their materials via Interfolio. Their letters of evaluation are due August 7.
  - May 18

- **Faculty Councils**
  - elect the CDFPT and Appeals Committee representatives and alternates in a timely fashion and submit this information to The Faculty Center.
  - May 31

- **Dean’s Office**
  - holds the Academic Portfolio Workshop. For more information, please email facultycenter@pace.edu.
  - June 6 to 9

- **Faculty Center**
  - reaches out to School’s Faculty Council Chair to inform them of the TAP timeline and procedures and to allow them time to form the College/School TAP Committee
  - May 31
CDFPT meets to deliberate and vote. January 9 and 10

CDFPT

The secretary submits evaluations and the summary report to The Faculty Center. January 26

The Dean sends notification to each candidate recommended for TAP by CDFPT. The Provost will contact candidates not recommended by the CDFPT to inform them of the appeal process. No later than Thursday, February 2

Location Council Meetings Location Faculty Councils vote on the CDFPT recommendations and forward the votes to the President and the Provost. February

The President and the Provost review dossiers. The President makes a final recommendation to the Board of Trustees. February; Seven (7) Days After Faculty Councils Submit Their Votes

CDFPT receives access to cases in Interfolio and begins their review. December 16

CDFPT

organizational meeting of CDFPT is held; the chair, secretary, and two campus-based liaisons to CDFPT- Appeals are elected. December 2, 12:00 to 2:00pm

Candidate

Deadline to self-nominate and dossier addenda submission. December 4

College/School TAP Committees and Deans receive access to cases in Interfolio and begin their review. December 2

College/School TAP Committee

submits their evaluations to The Faculty Center. October 30

Faculty Center

shares a copy of the School TAP Committee form with candidate via Interfolio. October 31

Department Chairs submit an independent evaluation, using the appropriate form, to The Faculty Center. The Faculty Center shares copies with candidate. September 29

Department Chairs, Department TAP Committees, College/School TAP Committees, Deans, and CDFPT must attend the “Equity and the Pathway to TAP” Zoom meeting. Ally Kimmel will send out invites August 26, 12:00 to 1:30pm

Department TAP Committees and Department Chairs receive access to cases in Interfolio and begin their review. September 1

College/School TAP Committee submits evaluations, using the appropriate form, to The Faculty Center. September 22

Department TAP Committee

submits evaluations, using the appropriate form, to The Faculty Center. August 7

Letters of evaluation from external evaluators are due. August 7

Dean’s Office sends a signed and verified FACT sheet form for each candidate to The Faculty Center. August 7

College/School TAP committee form, and the list of members is communicated to The Faculty Center by the Dean’s office. Also, any changes to the Department TAP is also communicated to Faculty Center. August 8

Candidates submit their full dossier to OneDrive. Faculty Center uploads the candidates’ full dossier to their case to be approved and submitted by the candidate by August 28. August 14

Candidates submit their full dossier to OneDrive. Faculty Center uploads the candidates’ full dossier to their case to be approved and submitted by the candidate by August 28. August 14

Fall/Winter 2022-2023: Internal TAP Review Process

Candidates submit their full dossier to OneDrive. Faculty Center uploads the candidates’ full dossier to their case to be approved and submitted by the candidate by August 28. August 14