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

#### **MAY/JUNE** FEBRUARY/MARCH **MARCH Department Chairs Candidates Department TAP Committees Candidates** email their Dept Chair, cc'ing the Dean: send the list of external evaluators form, and, in collaboration with submit the following documents in OneDrive for external evaluation: 1. Letter of Intent and their bio-sketches, developed in Department Chairs, develop additional curriculum vitae, executive summary, scholarship/research statement and 2. List of 5-10 external evaluators collaboration with Department TAP names of external evaluators for each scholarship/research supporting documents. Committees, to candidates for 3. FACT sheet candidate. comment. May 11 February 14 March 11 March 23 **Faculty Center TAP Department Committee Chair** holds a session on dossier development informs The Faculty Center of Department **Faculty Center Candidates** & Interfolio by Zoom. TAP Committee members. The External Evaluators who committed to providing an evaluation for a send comments on the full list of March 1 March 22 candidate receive access to their materials via Interfolio. Their letters of external evaluators to their evaluation are due August 7. Department Chair. Candidates are permitted to exclude 1/3 of the May 18 **Candidates Department Chair** individuals from the full list. email a draft dossier to their provides feedback to the candidate on March 25 Department Chair for feedback, cc'ing their draft dossier. their Dean. **Faculty Councils** March 30 March 6 elect the CDFPT and Appeals Committee representatives and alternates in a timely fashion and submit this information to The **Department Chair** Faculty Center. sends the roster of external evaluators' May 31 bio-sketches and contact information, along with any candidate comments on the evaluators, to the Dean's Office. March 28 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 **Dean's Office** form the College/School TAP Committee The Faculty Center sends the finalized roster of external **May 31** evaluators' bio-sketches and contact solicits the finalized roster of external evaluators information, along with any candidate to receive at least 5 commitments per case. comments on the evaluators, to The March 31 Faculty Center. **Faculty Center** March 30 holds the Academic Portfolio Workshop. For more information, please email facultycenter@pace.edu. June 6 to 9

## Fall/Winter 2022-2023: Internal TAP Review Process

AUGUST SEPTEMBER/OCTOBER NOVEMBER JANUARY/FEBRUARY

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

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

#### **Department TAP Committee**

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

September 22

#### **Department Chairs**

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

September 29

## College/School TAP Committees and Deans

receive access to cases in Interfolio and begin their review.

September 30

### **College/School TAP Committee**

submits their evaluations to The Faculty Center.

October 30

#### Dean

submits evaluations to The Faculty Center. The Faculty Center shares a copy of the Dean TAP form with candidate.

**November 21** 

#### **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

#### **CDFPT**

receives access to cases in Interfolio and begins their review.

December 16

#### **Faculty Center**

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

October 31

# January 9 and 10 Location Council Meetings

Location Faculty Councils vote on the CDFPT

recommendations and forward the votes to the President and the Provost.

**February** 

#### The Dean

**CDFPT** 

meets to deliberate and vote.

**CDFPT** 

The secretary submits evaluations

and the summary report to The

Faculty Center.

January 26

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

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