2023-2024 TIMETABLE OF PROCEDURES FOR MID-TENURE REVIEW
COLLEGE OF HEALTH PROFESSIONS

By start of Fall semester: Candidate’s Department Chair or Program Director arranges for a peer observation of the candidate’s teaching before the mid-tenure review begins.

By November 1: Dean’s Office notifies eligible faculty of their mid-tenure cycle. Internal mid-tenure Peer Review Committee (PRC) members are identified via CHPFC (one TAP faculty and one non-TAP tenured faculty). Dean’s Office emails a list of candidates to the PRC, copying interfolio@pace.edu.

By November 15: Internal PRC members meet with the Dean to identify a potential tenured external PRC member.

By November 21 Dean contacts the appropriate school/college Dean to endorse the proposed external PRC reviewer and, assuming endorsement, invites them to participate in the committee. The PRC will consist of 3 tenured faculty members (a CHP TAP faculty, a CHP non-TAP faculty, and a non-CHP faculty.)

By November 30: Faculty Center will hold a session to review dossier development, OneDrive, and Interfolio by Zoom.

By December 4: Dean notifies internal PRC members of external reviewer acceptance. Dean notifies the candidate of the PRC members.

By January 31: Candidates submit their mid-tenure dossiers via OneDrive. (Note: While the annual review is a snapshot of a particular year, the dossier for mid-tenure review is a comprehensive document spanning all years of full-time teaching at Pace.)

By February 7: Candidates’ dossiers are locked and sent forward to the PRC and to their Program Lead (Chair, Director, or Associate Dean).

By February 22: PRC meets to review their charge, the CHP Markers of Excellence, relevant sections of the University Faculty Handbook, and the mid-tenure review process.

By March 27: Candidate meets with the PRC, giving the candidate an opportunity to highlight portions of their dossier. PRC may ask questions to the candidate to clarify any aspects of the dossier. Following the meeting, the PRC review the candidate’s information.

By April 15: PRC and Program Lead (Chair, Director, or Associate Dean) independently submit their written findings and recommendations to the Dean and interfolio@pace.edu, describing the candidate’s progress to date, area(s) needing further development, and a course of action designed to facilitate success in the tenure and promotion process.

By April 26 Dean meets with Associate/Vice Dean to discuss the mid-tenure case.

By May 10: Dean meets with each candidate to share a summary of the findings and recommendations, both verbally and in writing, submitting the written review to Interfolio@pace.edu.