

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