2023-2024 TIMETABLE OF PROCEDURES FOR MID-TENURE REVIEW
SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

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

By November 1: Department Chair notifies eligible faculty of their mid-tenure review date and emails interfolio@pace.edu a list of mid-tenure candidates.

• Candidates should contact their Department Chairs or Ally Kimmel via interfolio@pace.edu for Mid-Tenure Guidelines and Timeline.

By November 30: Faculty Center will host a mid-tenure information session via Zoom with the candidates.

By December 4: Department TAP Committee members are communicated to interfolio@pace.edu so they can be added to each case in Interfolio.

By January 31: Candidates submit their mid-tenure dossiers to their folders in OneDrive.

By February 7: Candidates’ dossiers are locked, and the Interfolio cases are sent forward to the Departmental TAP Committee and the candidate’s Department Chair to begin the mid-tenure review. (After the cases are sent forward, the dossier is locked, and no additional documents are permitted to be included unless specified by the Committee, Chair, or AD.)

By March 1: Candidate’s Department Chair reviews the candidate’s cases and drafts assessments of the candidate.

• Candidate’s Department Chair schedules a meeting with themselves, School Dean, Associate Dean, and the candidate to discuss the review and the recommended actions. (A meeting between the candidate and the Department Chair is optional but will not replace the required review with the Chair, Associate Dean, and School Dean.)

By March 20: Candidate, Chair, Associate Dean, and School Dean meet to discuss the candidate’s dossier.

By April 15: Chair drafts a letter summarizing the discussion and any agreements reached with the candidate. This letter is submitted to the Dean and Associate Dean for review before making it available to the candidate.

By May 3: The Chair submits the finalized, approved, and signed (by Chair, Associate Dean, and Dean) letter to interfolio@pace.edu to secure a signature from the candidate.

By May 10: A fully signed letter is provided by the candidate in their case in Interfolio within a week, and the mid-tenure review is complete.