2023-2024 TIMETABLE FOR MID-TENURE REVIEW
LUBIN SCHOOL OF BUSINESS

By start of mid-tenure review: 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 that their mid-tenure review will begin and emails interfolio@pace.edu a list of mid-tenure candidates. (Mid-tenure reviews are done in the candidates’ 3rd year of teaching at Pace.)
  • 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 sent forward to the Departmental TAP committee and/or Lubin Department Chairs, and the candidate’s Department Chair to begin the mid-tenure review. (If a candidate has any additional material during the review, they may be provided to the Faculty Center at interfolio@pace.edu to be added to their case. The Faculty Center would then inform the Committee/Chairs of new documents. Such additions should be avoided or explained as to why they weren’t included previously.)

By March 1: Department TAP Committee and Lubin Department Chairs review each candidate’s case and submit written reports to interfolio@pace.edu for the candidate’s Department Chair to review. Note: these reviews are NOT shared with the candidate. They are only made available to the candidate’s Department Chair.

By April 1: Candidate’s Department Chair reviews the dossier and the related reports, prepares a written report outlining the candidate’s strengths and weaknesses in teaching, research, and service, and shares any additional steps the candidate should take to address their prospects for achieving tenure.

By April 15: Candidate’s Department Chair meets with the candidate to discuss the Chair’s report and answer any questions the candidate may have. The Chair’s report is then emailed to interfolio@pace.edu. The Faculty Center uploads that report to Interfolio, providing the opportunity for the Dean and Associate Deans to review and comment if needed.

By May 6: The Chair’s report is sent to the candidate through Interfolio. In the event that the mid-tenure evaluation identifies problems that, in the opinion of the Department Chair and/or the Dean, will make the attainment of tenure highly unlikely, the Chair is responsible for advising the candidate so that a termination timetable can be arranged consistent with the University’s Faculty Handbook.