

2024-2025 TIMETABLE FOR MID-TENURE REVIEW COLLEGE OF HEALTH PROFESSIONS

Note: The Interfolio email address, Interfolio@pace.edu, is an internal Pace email inbox monitored by The Faculty Center

2024

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 5: **Dean's Office** notifies eligible faculty of their mid-tenure cycle and emails a list of mid-tenure candidates to the Interfolio email address.

By November 12: **Internal mid-tenure Peer Review Committee (PRC) members** are identified by the CHPFC (one TAP faculty and one non-TAP tenured faculty). PRC members meet with the Dean to identify a potential tenured external PRC member.

By November 19: **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 26: **Faculty Center** holds a mid-tenure information session via Zoom with the candidates.

By December 3: **Dean** notifies internal PRC members of external member's acceptance. Dean notifies the candidate and the Interfolio email address of the PRC members.

2025

By January 21: **Candidate** submits their mid-tenure dossier 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 11: Candidate's dossiers are locked and sent forward to the PRC and to their Program Lead (Chair, Director, or Associate Dean).

By February 25: **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 25: **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 the Interfolio email address, 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 29: **Dean** meets with **Associate/Vice Dean** to discuss the mid-tenure case.

By May 6: **Dean** meets with each candidate to share a summary of the findings and recommendations, both verbally and in writing, submitting the written review to the Interfolio email address.