

**2025-2026 TIMETABLE OF PROCEDURES
FOR FULL-TIME NON-TENURE TRACK PROMOTION**

Note: The Faculty Career Development email address facultycareerdev@pace.edu is a Pace email inbox monitored by The Faculty Center.

2025

Monday, August 11, 11:00, Zoom: The Faculty Center holds an information session on nontenure track promotion. Communication about this session is emailed from the Faculty Center to all clinical faculty.

By Tuesday, September 23, EOB: Candidate emails a Letter of Intent (using the template) to their Department Chair (or Program Lead, Head, etc.), cc'ing the Associate Dean, Dean and Faculty Career Development.

Note: if the Faculty Career Development email address is not notified, your case won't be created.

By Tuesday, October 28, EOB: Faculty Center holds a session with candidates by Zoom to review the timeline, guidelines, and process.

By Tuesday, December 2, EOB: Candidate submits their unverified FACT sheet in docx format (using the template) to Faculty Career Development.

CHP Only: By December 2, EOB: Candidate emails their FACT sheet (using CHP template) to Pat Ketterer pketterer@pace.edu for review.

CHP candidate provides materials for confidential references to review. These include CV, student course evaluations, peer observations, annual reviews/assessments, and drafts of Executive Summary, Teaching, Professional, and Service statements. References may request additional materials to review and submit a reference letter.

CHP candidate provides **4 to 5 names and emails** of the required references to Faculty Career Development. **These letters are confidential and won't be seen by the candidate.** Two reference letters are required, at least one within CHP. Candidate must provide two to three additional names in case one or more references are unable to provide a reference.

Note: The Program Director/Lead submits an evaluation later in the process and, therefore, cannot be one of the references. A candidate who is also applying for clinical promotion in the same cycle cannot be one of the references either.

By Tuesday, December 9, EOB: The lists of Department and/or College/School TAP Committees (or CHP Clinical Faculty Promotion Committee (CFPC)) members are communicated to Faculty Career Development by the **Dean's Office**.

Note: Except for CHP and Sands, Committee members must be tenured

2026

January 12 to 16 (dates may change): Academic Portfolio Workshop is held. For more information, please email Faculty Career Development.

By Wednesday, January 21, EOB: Equity and the Pathway to Clinical Promotion session is held via Zoom for Department Chairs/Program Leads, committee members, and Deans (i.e., all those serving in a clinical promotion review). The Faculty Center will reach out with more information.

By Tuesday, January 27: Candidate submits their full dossier. *Note: The CV template (i.e., flow, order, elements) is required. You may choose the citation style (e.g., APA) for your publications, creative work, etc. You may delete areas not needed or add areas not included. But please keep the flow, font, spacing, and margins.*

CHP Only: By January 27, EOB: Letters of reference are due. Two reference letters are required, at least one within CHP.

By Friday, January 30: Faculty Center informs School TAP committees of the timeline and charge

By Tuesday, February 3, EOB: Department TAP Committee and Department Chair/Program Lead receive access to candidates' dossiers and begin their review.

Note: For CHP, SOE and Sands, the first committee to receive cases will be the College/School TAP committee (CFPC for CHP) in March.

By Tuesday, February 17, EOB: Department TAP Committee submits evaluations using the appropriate form to Faculty Career Development.

By Tuesday, February 24, EOB: Department Chair/Program Lead submits an independent evaluation using the appropriate form to Faculty Career Development.

By Friday, February 27, EOB: Faculty Center shares copies of the department TAP committee evaluation (which includes the committee vote and the Yes/No recommendation) and Department Chair/Program Lead evaluation with the candidate.

By Friday, February 27, EOB: College/School TAP Committee, CHP CFPC, and Dean receive access to candidates' dossiers and begin their review.

By Tuesday, March 10, EOB: College/School TAP Committee and CHP CFPC submit their evaluations using the appropriate form to Faculty Career Development. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

By Friday, March 13, EOB: Faculty Center shares a copy of the School/College TAP Committee or CHP CFPC evaluation with the candidate (which includes the committee vote and the Yes/No recommendation).

By Tuesday, March 24, EOB: Dean submits evaluations using the appropriate form to Faculty Career Development.

By Friday, March 27, EOB: Faculty Center shares a copy of the Dean evaluation form with the candidate.

By Friday, March 27, EOB: Faculty Center sends the case forward to the Office of the Provost for final approval.

By Friday, April 11, EOB: Office of the Provost notifies the Faculty Center of its decision.

By Friday, May 1, EOB: Office of the Provost sends promotion letters to the respective School/College Dean for their distribution. All promotions are effective September 1 (with the exception of Haub Law.)