

2024-2025 TIMETABLE FOR MID-TENURE REVIEW DYSON, SOE, SANDS, AND CSIS

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** arranges for a peer observation of the candidate's teaching before the mid-tenure review begins.

By November 5: **Department Chair** notifies eligible faculty that their mid-tenure review will begin and emails the Interfolio email address a list of mid-tenure candidates. (Mid-tenure reviews are done in the candidates' 3rd year of teaching at Pace or at the halfway point through the candidate's teaching timeline.)

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

By December 3: **Department or School TAP Committee members** are communicated to the Interfolio email address so they can be added to each case in Interfolio. (SOE and Sands would have a School TAP committee instead of Department)

Note: A mid-tenure review is not required to go through a Department/School TAP Committee; however, it is strongly recommended. The decision to form a Department TAP Committee is made by the Department Chair/the decision to form a School TAP Committee is made by the Associate Dean.

2025

By January 21: **Candidate** submits their mid-tenure dossiers to their folder in OneDrive.

By February 11: Candidate's dossier is locked and sent forward to the Department/School TAP Committee (if there is one) and the candidate's Department Chair, Associate Dean, and/or Dean to begin the mid-tenure review.

By March 4: **Department/School TAP Committee** (if there is one) submits an assessment report to the Department Chair, Associate Dean, and Dean. It also votes on the three outcomes (refer to the Guidelines). This report is shared with the candidate.

By March 11: Candidate's **Department Chair** reviews the candidate's case, assessment letter, and vote from the TAP committee and drafts an independent assessment of the candidate. (A template assessment letter is available.)

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

By March 18: **Candidate, Chair, Associate Dean, and Dean** meet to discuss the candidate's dossier.

By April 15: **Department Chair** completes a draft letter summarizing the discussion and recommended actions. This letter is submitted to the Dean and Associate Dean for review **before** making it available to the candidate.

By April 29: **Department Chair** submits the finalized, approved, and signed (by Chair, Associate Dean, and Dean) letter to the Interfolio email address to secure a signature from the candidate.

By May 6: A fully signed letter is provided by the candidate to the Interfolio email address, and the mid-tenure review is complete.