

**Georgia State University
College of Arts and Sciences
2017-18 Review Process Calendar**

**NTT Third-Year Review
Lecturers and Academic Professionals**

<u>Due Date</u>	<u>Process</u>
September 8, 2017	The Dean's Office notifies all lecturers and academic professionals of the upcoming review with a copy to their chair by this date.
October 23, 2017	<u>Electronic Dossier Deadline:</u> Lecturers and Academic Professionals in their third year provides an electronic dossier (bookmarked PDF) of all required materials to their chair. The chair reviews the materials for conformity to the NTT manual.
October 25, 2017	<p>The chair provides all materials to the departmental review committee.</p> <p>Lecturers: The elected departmental review committee will be composed of at least three faculty, which must include both tenured faculty and senior lecturers or principal senior lecturers. This committee will use the departmental NTT faculty review guidelines to provide a written assessment of effectiveness in teaching and service.</p> <p>Academic Professionals: The elected departmental review committee will be composed of at least three faculty, which must include both tenured faculty and senior academic professionals. This committee will use the departmental NTT faculty review guidelines to provide a written assessment of effectiveness in teaching and service.</p> <p>The chair posts the final dossier to the Dean's Office SharePoint site.</p>
November 20, 2017	The departmental committee provides its written assessment to the chair.
January 29, 2018	<p>The chair provides a written assessment of the lecturer's and the academic professional's effectiveness in teaching and service, and the departmental need for this position.</p> <p>The chair post his/her report and the departmental committee's report to the Dean's Office SharePoint site.</p>
June 1, 2018	The Dean provides a letter of assessment to the Provost. The candidate will receive a copy of the Dean's report. A copy of the review file will be submitted to the Provost.
After the completion of all assessments	A conference will be held between the chair, the appropriate area associate dean, and the faculty member to discuss the results of the review and to make further recommendations to the faculty member.