

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

**NTT Post-Promotion Review  
Senior Lecturers, Principal Senior Lecturers, Senior Academic Professionals**

<u>Due Date</u>	<u>Process</u>
<b>September 8, 2017</b>	The Dean's Office notifies <b>Senior Lecturers, Principal Senior Lecturers, and Senior Academic Professionals</b> in their fifth year in rank or higher of the upcoming review, with copy to their chair by this date.  <b>Senior Lecturer</b> candidates who apply for promotion to Principal Senior Lecturer will be exempted from the post-promotion review.
<b>October 23, 2017</b>	<u>Electronic Dossier Deadline</u> : The faculty member submits an electronic dossier (bookmarked PDF) of all required materials to the chair. The chair reviews the materials for conformity to the NTT manual.
<b>October 25, 2017</b>	The chair provides the departmental review committee with this material. This is an elected committee composed of at least three tenured faculty.  The chair posts the final dossier to the Dean's Office SharePoint site.
<b>November 20, 2017</b>	The departmental committee provides its written assessment of effectiveness in teaching and service to the chair.
<b>January 29, 2018</b>	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.  The chair posts his/her report and the departmental committee's report to the Dean's Office SharePoint site.
<b>March 9, 2018</b>	The Dean's Office evaluates the candidate's materials and the assessments and provide a response to the candidate and their chair. 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 and the faculty member to discuss the results of the review and to make further recommendations to the faculty member. At the chair's and/or the faculty member's request, this meeting may also include the appropriate area associate dean.