

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

**NTT Promotion Review  
(Promotion to Sr. Lecturer or Principal Sr. Lecturer or Sr. Academic Professional)**

<u>Due Date</u>	<u>Process</u>
<b>September 8, 2017</b>	The Dean's Office notifies all candidates of their eligibility for promotion with a copy to their chair by this date.
<b>September 25, 2017</b>	<p><b>Senior Lecturers</b> in their fifth year in rank or higher must notify the Dean's Office (c/o Renda Radcliffe-Sullivan, Faculty Review Services Coordinator) and their chair by this date whether or not they wish to be considered for promotion to Principal Senior Lecturer.</p> <p>NOTE: Eligible Senior Lecturers that opt out of consideration for further promotion during the 2017-18 review cycle will go through a post-promotion five-year review during the same cycle, <u>unless</u> they have completed a post-promotion review within the last five years. These candidates should refer to the calendar for post-promotion review of senior lecturers and senior academic professionals.</p>
<b>October 23, 2017</b>	<u>Electronic Dossier Deadline:</u> <b>Academic Professionals</b> and <b>Lecturers</b> in their fifth year and <b>Senior Lecturers</b> being considered for promotion to Principal Senior Lecturer provide an electronic dossier (bookmarked PDF) of all required dossier materials to their chair. The chair reviews the materials for conformity to the NTT manual.
<b>October 25, 2017</b>	<p>The chair provides the departmental NTT promotion review committee with this material. The chair also provide a summary of <i>Essential Functions/Responsibilities</i> for the candidate's position, which will be included as part of the dossier.</p> <p>In addition, the chair posts the final dossier to the Dean's Office SharePoint site.</p> <p><u>Departmental Committee:</u> This committee consists of all tenured faculty and all NTT faculty of senior rank and above in the department, except the chair of the department and any members of the department serving in a position that will review the candidate's promotion application at the college or university levels. (see <i>college NTT manual, Appendix B, for definition of senior rank</i>)</p> <p>Departments may operate through a system of subcommittees that initially review and evaluate each candidate's credentials. All final recommendations must be made by the committee of the whole. The letter from the departmental committee of the whole must be signed by the committee chair and all committee members who agree with the recommendation. Committee members who do not sign this recommendation must provide a separate letter (minority report) indicating their recommendation and supporting rationale. <b>Members of the committee must not be identified to the candidate; therefore, the signatures must appear on a separate page so that they can be removed when the candidate is provided with his or her copy of the committee's report(s).</b> The committee of the whole must meet to discuss and vote on its final recommendation. Faculty of equal or lower rank to the candidate's current rank may not vote on the final recommendation of the committee of the whole.</p>

	In consultation with the department chair, the dean will augment the departmental promotion review committee with NTT members from other departments when the home department does not have a sufficient number of faculty to constitute a committee of at least three members, with at least one being tenured and one being NTT faculty.
<b>November 20, 2017</b>	The departmental committee will use the departmental NTT promotion guidelines and college manual to provide a written report to the chair, which includes an assessment of the candidate's effectiveness in teaching (if applicable) and service and a recommendation for or against promotion, along with any minority reports.
<b>November 22, 2017</b>	The chair provides a copy of the departmental committee's report, including any minority reports, to the candidate. The members of the departmental committee must <u>not</u> be identified to the candidate, therefore signature pages must be removed before the chair provides a copy to the candidate. The candidate has three working days to provide a written response, if desired.
<b>November 29, 2017</b> <i>by close of business</i>	Candidate's response to the departmental committee's report, if any, is due to the chair.
<b>January 15, 2018</b>	The chair completes his/her evaluation and submits the following materials to the College NTT Promotion Review Committee via the Dean's Office SharePoint site: <ul style="list-style-type: none"> <li>• Chair's report, which includes <ul style="list-style-type: none"> <li>○ Assessment of effectiveness in teaching and service,</li> <li>○ Recommendation for or against promotion,</li> <li>○ Assessment of the departmental need for the position;</li> </ul> </li> <li>• Departmental committee's report (including any minority reports);</li> <li>• Candidate's response to departmental committee's report, if any.</li> </ul>
<b>January 15, 2018</b>	The chair provides a copy of his/her report to the candidate. The candidate has three working days to provide a written response, if desired.
<b>January 18, 2018</b> <i>by close of business</i>	Candidate's response, if any, to report of the chair is due to the Dean's Office with a copy to the department chair.
<b>February 12, 2018</b>	The College NTT Promotion Review Committee write a report, which includes an assessment of the candidate's effectiveness in teaching (if applicable) and service and a recommendation for or against promotion, to be submitted to the Dean's Office.
<b>February 15, 2018</b>	The Dean's Office provides a copy of the college committee's report, including any minority reports, to the candidate. <b>The members from the college committee must not be identified to the candidate, therefore signature pages are removed before the Dean's Office provides a copy to the candidate.</b> The candidate has three working days to provide a written response.

<b>February 20, 2018</b> <i>by close of business</i>	Candidate's response, if any, to the report of the college committee is due to the Dean's Office with a copy to the department chair.
<b>March 9, 2018</b>	<p>The Dean submits his or her recommendation and all review materials, including any prior responses from the candidate, to the Provost. The candidate will receive a copy of the Dean's report.</p> <p>If the Dean's recommendation is negative, the candidate may appeal to the Provost within ten business days, and the provost will provide the candidate and the Dean with a written decision, including the basis upon which the appeal is supported or rejected.</p> <p>If the Dean's recommendation is positive, the candidate will not have the option to respond to the Provost.</p>
<b>April 30, 2018</b>	The Provost notifies the Dean and President of her/his promotion recommendations. The Dean's Office shares the Provost's recommendation with the candidate by this date.
<b>May 31, 2018</b>	The President notifies the Dean and candidate of her/his final promotion decisions by this date.