

**Georgia State University  
College of Arts and Sciences**

**2018 Post-Tenure Review Calendar**

<b>November 15, 2017</b>	Dean's Office notifies faculty of their scheduled post-tenure review.
<b>February 9, 2018</b>	The faculty member provides an electronic dossier (bookmarked PDF) of their review materials to the chair.
<b>February 16, 2018</b>	The chair reviews the dossier for conformity to the P&T manual. The chair posts the final dossier to the Dean's Office SharePoint site.
<b>March 9, 2018</b>	The chair advances their assessment of the candidate's effectiveness in teaching, research, and service to the appropriate area committee via the Dean's Office SharePoint site.
<b>April 23, 2018</b>	The College Area Committee provides written reports to Dean's Office.
<b>June 1, 2018</b>	The Dean's Office provides a letter of assessment to the provost.
<b>After completion of all assessments</b>	The Dean's Office schedules a conference to discuss the outcome of the review.
<b>Within 30 days of the conference</b>	The chair submits approved Workload Adjustment Request Form (prepared by faculty member) to the Dean's Office per the instructions included with the form. A PROF program workload adjustment can only be granted to faculty members at the rank of Professor who receive a college rating of at least <i>excellent</i> in professional development and teaching and <i>very good</i> in service as part of the post-tenure review process.  The chair submits approved written plan (prepared by faculty member) to the Dean's Office. A written plan must be submitted for a faculty member who receives a college rating of <i>very good</i> or lower in professional development or teaching.