

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

2018 Pre-Tenure Review Calendar

November 15, 2017	The Dean's Office notifies faculty of their scheduled pre-tenure review.
February 5, 2018	The faculty member provides an electronic dossier (bookmarked PDF) which includes an updated vitae, copies of all annual reports, and available documentation related to teaching and professional achievements to the chair.
February 12, 2018	<p>The chair reviews the dossier for conformity to the P&T manual and forwards all materials to the departmental review committee.</p> <p>The chair posts the candidate's final dossier to the Dean's Office SharePoint site.</p>
March 9, 2018	The departmental review committee provides assessment of effectiveness on teaching, research, and service to the chair.
April 2, 2018	The chair posts the committee's report and his/her written comments to the Dean's Office SharePoint site
June 1, 2018	The dean provides her/his written report to the provost.
After completion of all assessments	Conference between the chair, associate dean, and faculty member.
Within 30 days of the conference	Chair submits approved Workload Adjustment Request Form and succinct written research plan for the workload adjustment semester (prepared by faculty member) to the Dean's Office per the instructions included with the form. PAWS JR program workload adjustments can only be granted to faculty members who receive a college rating of at least <i>very good</i> in professional development and teaching and <i>good</i> in service.