

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

**Promotion & Tenure**

- March 1** Deadline for chairs to ask in writing all non-tenured faculty who are eligible for consideration for promotion and/or tenure if they wish to be considered by the department. All responses to this request must be received by the chair by March 15.
- March 15** All faculty members who wish to be considered for promotion and/or tenure notify their chairs. The candidate also provides the chair with a list of eight possible external reviewers (must include organizational affiliations and addresses, indications of their ranks, areas of concentration, major achievements, standings in the discipline, and the nature and extent of any personal and/or professional relationship with the candidate), following the format shown in Appendix I (College P&T manual). A current curriculum vitae is also required, and it should follow the format shown in Appendix III (College P&T manual).
- All faculty members with probationary credit, who are eligible for consideration for promotion and tenure must notify their department chairs if they will keep or relinquish some or all of their awarded credit.
- A faculty member applying for consideration for promotion and/or tenure, whose primary field of expertise lies outside of their department's area, may submit a written request to their chair and to the dean to be reviewed for promotion and/or tenure by an area committee other than the one representing their department.
- March 22** The chair, in consultation with senior faculty in the department, provides a list of eight possible external reviewers (must include organizational affiliations and addresses, indications of their ranks, areas of concentration, major achievements, standings in the discipline, and any known relationship with the candidate), following the format shown in Appendix II (College P&T manual). There should be no duplication in names of reviewers on the two lists.
- Electronic copies of the candidate's list, the chair's list, and the candidate's curriculum vitae must be submitted in MS Word format by the chair to the Office of the Dean.
- June 12** An electronic version (bookmarked PDF) of the candidates' professional development materials are submitted to the chair for forwarding to external reviewers (see College P&T manual, section V, I). Hardcopies of books may be submitted if the candidate is unable to secure an electronic version from their publisher.
- June 15** The chair reviews the professional development materials for conformity with the P&T manual and posts the electronic external review dossier to the Dean's Office SharePoint site. Candidates who would like to have the reviewer return their book(s) must request so in writing. The request should be made to the Office of the Dean. These materials will be returned to the candidates when the external reviewers send them back to the university.
- August 15** Letters/responses from external reviewers are due to the Office of the Dean.

- September 11** The Office of the Dean provides the chair with the letters of assessment that have been received from external reviewers. The chair forwards copies of the letters to the departmental P&T committee. External reviewer letters must be treated confidentially at all levels of the promotion and tenure process.
- Candidates submit their complete electronic dossier (bookmarked PDF) to their chair. After this date, no materials can be added to the dossier. The dossier is considered closed, and all parties involved in the review of the candidate's credentials will have access to exactly the same information in the dossier. The materials in a candidate's dossier should remain as submitted at all levels of review. Anyone reviewing the dossier must not alter the file in any way.
- The chair will post the candidate's complete electronic dossier to the Dean's Office SharePoint site.
- October 2** Departmental committees present their letters of assessment and recommendation to the department chairs.
- October 3** Department chair provides copies of the departmental committee's report, including any minority reports, to the candidate. The faculty members from the departmental committee must not be identified to the candidate, therefore signature pages must be removed before the chair provides a copy to the candidate. The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- October 9** Candidate's response, if any, to report of the department committee is due to the department chair by close of business, October 9.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- October 13** Department chair completes his/her evaluation and submits the following to the Office of the Dean: chair's letter of assessment and recommendation for or against promotion and/or tenure; departmental committee's letter of assessment and recommendation for or against promotion and/or tenure, including any minority reports; candidate's response to departmental committee's letter of assessment, if any; and, electronic copies of the chair's letter, the departmental committee's letter (including any minority reports), and candidate's response, if any.
- Department chair provides copies of his/her report to the candidate. The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- October 19** Candidate's response, if any, to report of the chair is due to the Office of the Dean by close of business, October 19.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.

- November 20** Each college promotion and tenure area committee presents its report to the Office of the Dean.
- November 21** The Office of the Dean provides copies of the area committee's report, including any minority reports, to the candidate. The faculty members from the area committee must not be identified to the candidate, therefore signature pages are removed before the Office of the Dean provides a copy to the candidate. The candidate has five working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- November 29** Candidate's response, if any, to the area committee report is due to the Office of the Dean by close of business, November 29.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- December 8** The Office of the Dean informs candidates in writing of the dean's recommendation, positive and negative, and provides a copy of her/his letter of assessment. The candidate has ten working days to appeal a negative recommendation from the dean to the provost.
- For each candidate recommended by the dean, the Office of the Dean forwards the review dossier to the Office of the Provost by this date.
- December 14** Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- March 30** The provost notifies the dean and president of her/his promotion and tenure recommendations. The Office of the Dean shares the provost's recommendations with candidates by this date.
- April 30** The president notifies the dean and candidate of her/his promotion and tenure decisions by this date.