Georgia State University
College of Arts and Sciences
2018-19 Review Process Calendar

Promotion & Tenure

March 1
Deadline for chairs to notify their tenure-track faculty that they are eligible for a promotion and/or tenure review this coming cycle. (Hereafter referred to as “eligible” faculty.) This written notification should also alert faculty member(s) that they must confirm their intentions by March 15.

March 15
Deadline for “eligible” faculty to notify their chairs. By this date, candidates will also provide their chair:

- Completed external reviewers’ forms for a minimum of (8) potential external reviewers. Report template to be provided by Office of the Dean; sample report template shown in Appendix I (College P&T manual).
- Current curriculum vitae in a format shown in Appendix III (College P&T manual) or in the manner typical for their field.

All “eligible” faculty members with probationary credit must notify their department chairs if they will keep or relinquish some or all of their awarded credit.

An “eligible” faculty member, 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, submits completed external reviewers’ forms for a minimum of (8) potential external reviewers. Report template to be provided by Office of the Dean; sample report template shown in Appendix I (College P&T manual).

There should be no duplication in names of reviewers on the two lists.

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’s SharePoint site.

June 11
Candidates will submit their digital “external review” dossier (bookmarked PDF) of their professional development materials to their chair by this date. Hardcopies of books may be submitted if the candidate is unable to secure an electronic version from their publisher. Candidates who would like to have the reviewer return their book(s) must request so in writing to the Office of the Dean.

June 14
The chair reviews the digital “external review” dossier for conformity with the P&T manual and posts it to the Office of the Dean’s SharePoint site.
August 15  External reviewers’ letters are due to the Office of the Dean by this date. These letters will be shared with the chairs and the various review committees via the Office of the Dean’s SharePoint site. External reviewer letters must be treated confidentially at all levels of the promotion and tenure process.

September 10  Candidates to submit their complete digital dossier to their chair by close of business, September 10th. After this date, no more materials may be added and the dossier is considered closed. All parties involved in the review process will have access to exactly the same information in the dossier. No one reviewing the dossier may alter it in any way.

September 12  The chair reviews the complete digital dossier for conformity with the P&T manual and posts it to the Dean’s Office SharePoint site.

October 1  Departmental committees present their letters of assessment and recommendation to the department chairs.

October 2  Department chair provides copies of the departmental committee’s report, including any minority reports, to the candidate. Departmental committee members 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 8  Candidate’s response, if any, to report of the department committee is due to the department chair by close of business, October 8.

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 10  Department chair completes his/her evaluation and submits the following to the Office of the Dean. In addition, the chair will also insure the department committee’s report, including any minority reports and the candidate’s response to departmental committee’s letter of assessment, if any are also advanced to the Office of the Dean.

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 17  Candidate’s response, if any, to report of the chair is due to the Office of the Dean by close of business, October 17.

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 19  Each college promotion and tenure area committee presents its report to the Office of the Dean.

November 20  The Office of the Dean provides copies of the area committee’s report, including any minority reports, to the candidate. The area committee members must not be identified to the candidate; therefore, signature pages will be removed before the Office of the Dean provides the assessment 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 7  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, 2019  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.

The candidate has ten working days to appeal the provost’s recommendation to the president.

April, 2019  The president notifies the dean and candidate of her/his promotion and tenure decisions by this date.