

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

2022 Pre-Tenure Review Calendar

November 15, 2021	The Dean's Office notifies faculty of their upcoming pre-tenure review.
February 3, 2022	<p>The faculty member provides a digital dossier (single, bookmarked PDF) of their review materials to their department chair.</p> <p>The chair reviews the dossier for conformity with the P&T manual.</p>
February 10, 2022	<p>The chair posts the candidate's final dossier to the Dean's Office SharePoint site.</p> <p>The departmental committee's access to the candidate's materials begins today.</p>
March 8, 2022	<p>The departmental review committee provides assessment of effectiveness on teaching, research, and service to the chair with a copy posted in the Office of the Dean's SharePoint site.</p> <p>The departmental committee's access to the candidate's materials ends at midnight.</p>
April 1, 2022	The chair posts their written comments to the Dean's Office SharePoint site.
June 1, 2022	The dean provides a written assessment along with the department-level reports and various other review materials to the Office of the Provost.
After completion of all assessments	The Dean's office distributes the reports to the candidate. A conference between the chair, associate dean, and faculty member is held.
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.
August <i>Date subject to the Provost's calendar</i>	Provost completes the review of Pre-Tenure cases. The Dean's Office will distribute the Provost's sign-off to the candidate.

2021-2022
Georgia State University
College of Arts and Sciences

Promotion & Tenure Calendar

March 1, 2021 By this date, chairs must notify their tenure-track faculty, in writing, that they are eligible for a promotion and/or tenure review this coming cycle. This notification should also alert faculty member(s) that they must confirm their intentions to the chair by **March 15, 2021**.

March 15, 2021 Deadline for “eligible” faculty to officially notify their chairs and submit their CV along with their completed external review forms.

All candidates with promotion credit must notify their department chairs if they will keep or relinquish some or all of their awarded credit.

A candidate, 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.

External Review Lists - Candidate

By this date, candidate provides to their chair their completed Candidate’s External Reviewers’ forms for a minimum of (8) potential external reviewers.

External Review Lists - Chair

In consultation with senior faculty in the department, the chair develops the Chair’s External Reviewers’ forms for a minimum of (8) potential external reviewers.

The chair screens the candidate’s list and their own set of potential reviewers to assure no duplication in reviewers’ names.

March 22, 2021 By this date, the chair loads the candidate’s and chair’s lists plus the candidate’s CV to the Office of the Dean’s SharePoint site.

Apr – May, 2021 Faculty Review Services works diligently to secure a minimum of (5) external reviewers. *Creating your Digital Dossier* training materials will also be distributed to candidates.

June 9, 2021 By this date, candidates submit their external review digital dossier to their chair.
• The chair reviews the external review digital dossier for conformity with the P&T manual.

June 11, 2021 The chair posts the external review dossier to the Office of the Dean’s SharePoint site.

August 13, 2021 External reviewers’ letters are due to the Office of the Dean by this date. These letters will be shared with the chairs via the Office of the Dean’s SharePoint site.

Reminder: External reviewer letters must be treated confidentially at all levels of the promotion and tenure process.

September 8, 2021 The candidate's complete digital dossier is due to their chair by **close of business, TODAY**. After this date, no more materials may be added, and it may not be altered in any fashion by anyone. The dossier is considered closed.

- The chair reviews the dossier for conformity with the P&T manual.

September 10, 2021 Deadline for the chair to post the dossier to the Office of the Dean's SharePoint site.

- The department committee's access to the candidate's materials **begins today**.

September 30, 2021 **Department Committees Evaluation**
By this date, department committees present their written assessment and recommendation to the department chairs with copies posted in the Office of the Dean's SharePoint site.

- The department committee's access to the candidate's materials **ends at midnight**.

October 1, 2021 Chair provides copies of the department committee's report, including any minority reports, to the candidate. Department committee members must not be identified to the candidate; signature pages must be removed before the chair provides a copy to the candidate.

Written Response to Department Committee's Report

The candidate has five working days to provide written comments regarding the departmental committee's report to their chair.

Deadline: close of business, October 8, 2021

October 8, 2021

Chair's Evaluation

By this date, the chair completes their evaluation and distributes it to the candidate. In addition, they post their assessment and the candidate's response (if any) to the department committee's report to the Office of Dean's SharePoint site.

Written Response to Chair's Report

The candidate has five working days to provide written comments regarding the chair's report to the Area Committee via asfacultyreview@gsu.edu

Deadline: close of business, October 15, 2021

November 17, 2021

Area Committees Evaluations

By this date, the area committees present their written assessment and recommendation to the Office of the Dean with copies posted in the Office of the Dean's SharePoint site.

November 19, 2021

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.

Written Response to Area Committee's Report

The candidate has five working days to provide written comments regarding the area committee's report to the Office of the Dean via asfacultyreview@gsu.edu

Deadline: close of business, November 30, 2021

December 1, 2021 The Office of the Dean provides the dean's written assessment and recommendation to the candidate by this date.

Written Response to Dean's Assessment

If a candidate wishes to appeal a negative decision by the Office of the Dean, they may do so within 10 working days from the date of the Dean's notification by writing the provost and stating the reasons for the appeal. (See CoAS P&T manual, Page 8, Lines 269-276)

Deadline: close of business, December 15, 2021

December 3, 2021 By this date, the Office of the Dean forwards the review dossier to the Office of the Provost.

March, 2022
*Date subject to
the Provost's
calendar.*

The provost notifies the dean and president of their 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, 2022
*Date subject to
the President's
calendar.*

The president notifies the dean and candidate of their promotion and tenure decisions by this date.

Withdrawal from Consideration

Candidates may withdraw from consideration at any point during this process by informing the Office of the Dean and their department chair. The ideal time is at the end of one review and before the next level of review starts.

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2022 Post-Tenure Review Calendar

November 15, 2021	Dean's Office notifies faculty of their upcoming post-tenure review.
February 11, 2022	The faculty member provides a digital dossier (single, bookmarked PDF) of their review materials to their department chair. The chair reviews the dossier for conformity to the P&T manual.
February 17, 2022	The chair posts the dossier to the Dean's Office SharePoint site.
March 8, 2022	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.
April 20, 2022	The College Area Committee provides their written reports to the Dean's Office.
June 1, 2022	The dean provides a written assessment along with the chair's report, and various other review materials to the Office of the Provost.
After completion of all assessments	The Dean's Office distributes the reports to the candidate and schedules a conference to discuss the outcome of the review.
Within 30 days of the conference	The chair submits approved written plan (prepared by faculty member) to the Dean's Office for any faculty member who receives a college rating of <i>very good</i> or lower in professional development or teaching. Written plans may be provided to the Office of the Provost upon request. Note that post-promotion workload adjustments are no longer tied to post-tenure reviews. For more information regarding the Research Intensive Semester (RISe) Program, please visit: https://casservice.gsu.edu/faculty-policies/
August <i>Date subject to the Provost's calendar</i>	Provost completes the review of Post-Tenure cases. The Dean's Office will distribute the Provost's sign-off to the candidate.