

**Georgia State University
College of Arts and Sciences
2021-22 Review Process Calendar**

**NTT Third-Year Review
Lecturers and Academic Professionals**

<u>Due Date</u>	<u>Process</u>
November 15, 2021	The Dean's Office notifies all lecturers and academic professionals, who are in their third year, of their upcoming review. (cc: department chair)
February 3, 2022	<u>Digital Dossier Deadline</u> Candidates provide a bookmarked, single PDF of all required materials to their chair. The chair reviews the materials for conformity to the NTT manual.
February 10, 2022	The chair posts the dossier to the Dean's Office SharePoint site by this date. The departmental review committee's access to the candidate's materials begins today . <u>Departmental Review Committee's Composition</u> Lecturers: This elected departmental review committee must include both tenured faculty, senior lecturers and/or principal senior lecturers. Minimum: 3 committee members. Academic Professionals: This elected departmental review committee must include tenured faculty, senior academic professionals and/or principal senior lecturers. Minimum: 3 committee members.
March 8, 2022	The departmental committee provides its written assessment and separate signature page to the chair with copies posted in the Dean's Office SharePoint site. The departmental committees' access to the candidate's materials ends at midnight .
April 1, 2022	The chair posts their written assessment, the department's need for this position and assures that the departmental committee's report is posted to the Dean's Office SharePoint site.
June 1, 2022	The Dean provides a letter of assessment along with the department-level reports to the Provost. The candidate will receive a copy of the Dean's report.
After the completion of all assessments	A conference will be held between the chair, the appropriate area associate dean, and the faculty member to discuss the results of the review and to make further recommendations to the faculty member.

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**NTT Promotion Review
(Promotion to Sr. Lecturer, Principal Sr. Lecturer, Sr. Academic Professional or
Principal Academic Professional)**

<u>Due Date</u>	<u>Process</u>
August 2, 2021	<p>The Dean's Office notifies all candidates of their eligibility for promotion in the next cycle. (cc: department chair)</p> <p>Lecturers in their fifth year of service must be considered for promotion to the rank of Sr. Lecturer.</p> <p>Academic Professionals in their fifth year of service must be considered for promotion to the rank of Sr. Academic Professional.</p> <p>Sr. Lecturers in their fifth year in rank or higher may be considered for promotion to the rank of Principal Senior Lecturer.</p> <p>Sr. Academic Professionals in their fifth year in rank or higher may be considered for promotion to the rank of Principal Academic Professional.</p>
September 21, 2021 <i>by close of business</i>	<p>Sr. Lecturers wishing to be considered for promotion to Principal Senior Lecturer must notify the Dean's Office (Faculty Review Services Coordinator).</p> <p>Sr. Academic Professionals wishing to be considered for promotion to Principal Academic Professional must notify the Dean's Office (Faculty Review Services Coordinator).</p> <p>NOTE: Sr. Lecturer/Sr. Academic Professional candidates in their fifth year of rank or greater, that would normally be slated for a post-promotion review (aka: five-year structured review) this cycle, will be exempt from their normal, post-promotion review IF they would like to go through a promotion review, instead.</p>
October 21, 2021	<p><u>Digital Dossier Deadline</u> Candidates provide a bookmarked, single PDF of all required materials to their chair. The chair reviews the materials for conformity to the NTT manual.</p>
October 25, 2021	<p>The chair posts the dossier and the summary of <i>Essential Functions/Responsibilities</i> for the candidate's position to the Dean's Office SharePoint site.</p> <p>The departmental review committee's access to the candidate's materials begins today.</p> <p><u>Departmental Promotion Review Committee Composition</u></p> <p>This committee consists of <u>all</u> tenured faculty and <u>all</u> NTT faculty of senior rank and above in the department. Departments may operate through a system of subcommittees that initially assess the candidate's materials. All final recommendations must be made by the committee of the whole. (See the NTT manual, Page 6, Lines 148-167 plus Appendix B)</p>
November 18, 2021	<p>The departmental committee advances its written assessment(s) with separate signature page(s) to the chair with copies posted in the Dean's Office SharePoint site.</p> <p>The departmental committee's access to the candidate's materials ends at midnight.</p>
November 22, 2021	<p>The chair provides a copy of the departmental committee's report, including any minority reports, <u>without signature pages</u>, to the candidate.</p> <p>The candidate has three working days to provide a written response, if desired.</p>

November 30, 2021 <i>by close of business</i>	Candidate's written response to the departmental committee's report, if any, is due to the chair.
January 13, 2022	The chair completes their evaluation and advances the following materials to the College NTT Promotion Review Committee via the Dean's Office SharePoint site: <ul style="list-style-type: none"> • Chair's report, which includes <ul style="list-style-type: none"> ○ Assessment of effectiveness in teaching and service, ○ Recommendation for or against promotion, ○ Assessment of the departmental need for the position; • Departmental committee's report (including any minority reports); • Candidate's response to departmental committee's report, if any.
January 13, 2022	The chair provides a copy of their report to the candidate by close of business today. The candidate has three working days to provide a written response, if desired.
January 20, 2022 <i>by close of business</i>	Candidate's written response, if any, to report of the chair is due to the Dean's Office with a copy to the department chair.
February 10, 2022	The College NTT Promotion Review Committee's report is due to the Dean's Office today.
February 14, 2022	The Dean's Office provides a copy of the college committee's report, including any minority reports <u>without signature pages</u> , to the candidate. The candidate has three working days to provide a written response to the Office of the Dean.
February 18, 2022 <i>by close of business</i>	Candidate's response, if any, to the report of the college committee is due to the Dean's Office. (cc: department chair)
March 7, 2022	The Dean provides a written assessment along with the departmental reports and other review materials to the Office of the Provost. The candidate will receive a copy of the Dean's report. If the Dean's recommendation is negative, the candidate may appeal to the Provost within ten business days. The provost will provide the candidate and the dean with a written decision. If the Dean's recommendation is positive, the candidate will not have the option to respond to the Provost.
April 2022*	The Provost notifies the Dean and President of her promotion recommendations. The Dean's Office shares the Provost's recommendation with the candidate when received. <i>*Date subject to the Provost's calendar.</i>
May 2022**	The President notifies the Dean and candidate of his final promotion decision. <i>**Date subject to the President's calendar.</i>

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**NTT Post-Promotion Review
Senior Lecturers, Principal Senior Lecturers, Senior Academic Professionals**

<u>Due Date</u>	<u>Process</u>
November 15, 2021	The Dean's Office notifies Senior Lecturers, Principal Senior Lecturers, and Senior Academic Professionals in their fifth year in rank or higher of the upcoming review. (cc: department chair) Senior Lecturer candidates who apply for promotion to Principal Senior Lecturer will be exempt from a post-promotion review.
February 11, 2022	<u>Digital Dossier Deadline</u> Candidates provide a bookmarked, single PDF of all required materials to the chair. The chair reviews the materials for conformity to the NTT manual.
February 17, 2022	The chair posts the dossier to the Dean's Office SharePoint site. The departmental review committee's access to the candidate's materials begins today . <u>Departmental Review Committee's Composition</u> Sr. Lecturer: This elected committee must include both tenured faculty, senior lecturers and/or principal senior lecturers. Minimum: 3 committee members Principal Sr. Lecturer: This elected committee must include both tenured faculty and principal senior lecturers. Minimum: 3 committee members Sr. Academic Professionals: This elected committee must include both tenured faculty, senior academic professionals and/or principal senior lecturers. Minimum: 3 committee members
March 8, 2022	The departmental committee provides its written assessment of effectiveness in teaching and service and separate signature page to the chair with copies posted in the Dean's Office SharePoint site. The departmental committee's access to the candidate's materials ends at midnight .
April 4, 2022	The chair posts their written assessment, the department's need for this position and assures the departmental committee's report is posted to the Dean's Office SharePoint site.
June 1, 2022	The dean provides a written assessment along with the department-level reports to the Provost. The candidate will receive a copy of the Dean's report.
After the completion of all assessments	A conference will be held between the chair and the faculty member to discuss the results of the review and to make further recommendations to the faculty member. At the chair's and/or the faculty member's request, this meeting may also include the appropriate area associate dean.