

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

2020 Pre-Tenure Review Calendar

November 15, 2019	The Dean's Office notifies faculty of their upcoming pre-tenure review.
February 3, 2020	<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, 2020	<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 6, 2020	<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 OneDrive site.</p> <p>The departmental committee's access to the candidate's materials ends at midnight, today.</p>
April 1, 2020	The chair posts their written comments to the Dean's Office SharePoint site.
May 29, 2020	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.
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.
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.