

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

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

<u>Due Date</u>	<u>Process</u>
September 7, 2018	The Dean's Office notifies all lecturers and academic professionals, who are in their third year, of their upcoming review. (cc: department chair)
October 22, 2018	<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.
October 24, 2018	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 <b>begins today</b> . <u>Departmental Review Committee's Composition</u> <b>Lecturers:</b> This elected departmental review committee must include both tenured faculty, senior lecturers and/or principal senior lecturers. Minimum: 3 committee members. <b>Academic Professionals:</b> This elected departmental review committee must include tenured faculty, senior academic professionals and/or principal senior lecturers. Minimum: 3 committee members.
November 19, 2018	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 <b>ends at midnight, today</b> .
January 28, 2019	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.
May 31, 2019	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.