

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

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

<u>Due Date</u>	<u>Process</u>
September 7, 2018	<p>The Dean's Office notifies all candidates of their eligibility for promotion. (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>
September 24, 2018	<p>Sr. Lecturers wishing to be considered for promotion to Principal Senior Lecturer must notify the Dean's Office (c/o Renda Radcliffe-Sullivan, Faculty Review Services Coordinator) by today.</p> <p>NOTE: Sr. Lecturer 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 to Principal Senior Lecturer review, instead.</p>
October 22, 2018	<p><u>Digital Dossier Deadline</u></p> <p>Candidates provide a bookmarked, single PDF of all required materials to their chair.</p> <p>The chair reviews the materials for conformity to the NTT manual.</p>
October 24, 2018	<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 all tenured faculty and all 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 19, 2018	<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, today.</p>
November 21, 2018	<p>The chair provides a copy of the departmental committee's report, including any minority reports, <u>without</u> signature pages, to the candidate.</p> <p>The candidate has three working days to provide a written response, if desired.</p>

<p>November 28, 2018 <i>by close of business</i></p>	<p>Candidate's written response to the departmental committee's report, if any, is due to the chair.</p>
<p>January 14, 2019</p>	<p>The chair completes their evaluation and advances the following materials to the College NTT Promotion Review Committee via the Dean's Office SharePoint site:</p> <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.
<p>January 14, 2019</p>	<p>The chair provides a copy of their report to the candidate. The candidate has three working days to provide a written response, if desired.</p>
<p>January 17, 2019 <i>by close of business</i></p>	<p>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.</p>
<p>February 11, 2019</p>	<p>The College NTT Promotion Review Committee's report is due the Dean's Office today.</p>
<p>February 13, 2019</p>	<p>The Dean's Office provides a copy of the college committee's report, including any minority reports, <u>without</u> signature pages, to the candidate. The candidate has three working days to provide a written response to the Office of the Dean.</p>
<p>February 18, 2019 <i>by close of business</i></p>	<p>Candidate's response, if any, to the report of the college committee is due to the Dean's Office. (cc: department chair)</p>
<p>March 8, 2019</p>	<p>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.</p>
<p>April 2019 <i>Date subject to the Provost's calendar.</i></p>	<p>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.</p>
<p>May 2019 <i>Date subject to the President's calendar.</i></p>	<p>The President notifies the Dean and candidate of his final promotion decision.</p>