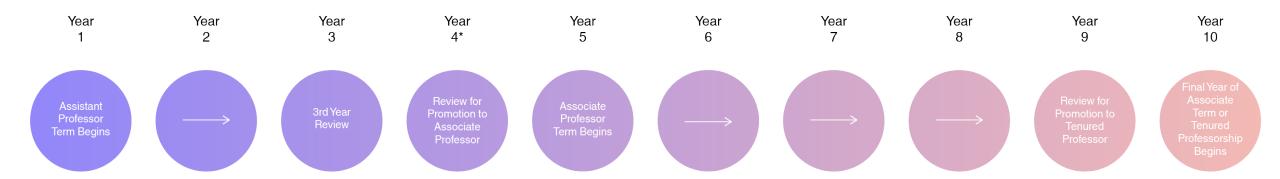
Harvard Graduate School of Design Tenure Track Process Steps



GSD and University policies regarding appointment extensions for parental leave allow for up to two "off the clock" years, one per child

^{*}Review for promotion to Associate Professor can also occur in Year 5 $\,$





















GSD Third-Year Review (for Assistant Professors) Process Steps

By September 1

INITIATE THIRD-YEAR REVIEW

Chair receives CV, publications, and other material as relevant from candidate (informal internal submission) Candid feedback to candidate regarding informal submission; mentoring; revision of material as appropriate Informal department discussion regarding promotion prospects and timing By February 1

Meeting: Candidate and Chair Decision regarding timing of Associate review in either Year 4 or Year 5

By April 1

By May 1

INFORMAL SUMMARY

Written summary of feedback prepared by the chair, shared with the dean, and provided to candidate





















GSD Associate Professor Promotion Review Process Steps

By June 1



By July 1

By July 15

By October 1

(Prior to dossier request, optional informal pre-review consultation)

Candidate full dossier** due; formal review initiated

FORMATION OF PROMOTION COMMITTEE

(or may be the senior faculty of the department)

Committee reviews dossier, compiles external letter lists

External letter requests sent out

- Lecture or presentation by candidate, if necessary
- External letters received (8 letters minimum); case reviewed by department

By February 1

By March 1

By April 1

By May 1

By May 15

Based on review of letters and dossier, in consultation with department, case is drafted by the Chair Department Vote

SFC presentation

SFC vote & Provostial review/approval

Notification to candidate

By July 1

Promotion Review Summary Letter transmitted to candidate

^{*}Note that the review for promotion to Associate Professor may occur in either the 4th or the 5th year

^{**}List of materials: CV, research statement, teaching statement, list of courses taught, list of theses advised, syllabi, publications, portfolio





















GSD Tenure Review Process Steps

By September 1

INITIATE PRE TENURE CONSULTATION (PTC)

Chair receives CV, publications, and other material as relevant from candidate (informal internal submission) Candid feedback to candidate regarding informal submission; mentoring; revision of material as appropriate Department discussion regarding tenure prospects

Chair/department discussion with the dean

Ongoing feedback to candidate, including final messaging & collective representation of the department's view

By March 1

By April 1

FORMATION OF PROMOTION COMMITTEE

(or may be the senior faculty of the department)





















GSD Tenure Review Process Steps

	By July 1	By October 1 DECISION REGARDING EXTERNAL LETTERS • Presentation by candidate (if necessary); compilation of course evaluations and student feedback • Committee (or department) recommendation on whether to proceed with external letters. Memorandum to the Dean (including names for letters if recommending to proceed), and decision communicated to candidate.		By November 1 Tenure review letter (requesting letters) prepared and sent to external reviewers	By January 15 External letters received (10 letters minimum); case reviewed by department	By March 1 Committee (or department) deliberates, votes, prepares written report	
	Candidate full dossier* due; formal review initiated						
_	→	→	By April 15	→	Usually in April or May	By June 30	
	Department discussion and vote (if needed as a separate step)	SFC discussion	SFC vote	Dean's review	AD HOC	Decision communicated to candidate	

^{*}List of materials: CV, research statement, teaching statement, list of courses taught, list of theses advised, syllabi, publications, portfolio