Harvard Graduate School of Design
Tenure Track Process Steps

Year 1: Assistant Professor Term Begins
Year 2: 3rd Year Review
Year 3: Review for Promotion to Associate Professor
Year 4*: Associate Professor Term Begins
Year 5: Review for Promotion to Tenured Professor
Year 6: Associate Professor Term Begins
Year 7: Review for Promotion to Tenured Professor
Year 8: Final Year of Associate Term or Tenured Professorship Begins

*Review for promotion to Associate Professor can also occur in Year 5

GSD and University policies regarding appointment extensions for parental leave allow for up to two “off the clock” years, one per child.
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 external submission)

By February 1

Candidate feedback to candidate regarding informal submission, mentoring, revision of material as appropriate
Informal department discussion regarding promotion prospects and timing

Meeting Candidate and Chair

By April 1

Decision regarding timing of Associate review in either Year 4 or Year 5

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
(Prior to dossier request, optional informal pre-review consultation)
Candidate full dossier** due; formal review initiated

By July 1
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

By July 15
• Lecture or presentation by candidate, if necessary
• External letters received (8 letters minimum), case reviewed by department

By October 1

By February 1
Based on review of letters and dossier, in consultation with department, case is drafted by the Chair

By March 1
Department Vote

By April 1
SFC presentation

By May 1
SFC vote & Provostial review/approval

By May 15
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)

By March 1

Departmental 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 April 1

FORMATION OF PROMOTION COMMITTEE

(or may be the senior faculty of the department)
GSD Tenure Review Process Steps

By July 1
Candidate full dossier* due; formal review initiated

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

By April 15

Usually in April or May

By June 30

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