Harvard Graduate School of Design
Practice Faculty Review Process Steps

For the following reviews:
Appointment Change from Assistant Professor in Practice (one 5-year term allowed) to Associate Professor in Practice (up to two 5-year terms).
Appointment Change from Associate Professor in Practice (up to two 5-year terms).
Appointment Change from Associate Professor in Practice to Professor in Practice (untenured/indefinitely renewable 5-year terms).
Reappointment as Professor in Practice (untenured) or Senior Lecturer (indefinitely renewable 5-year terms).
GSD Practice Faculty Review Process Steps

**September / October**
- Candidate meet with Chair

**October/November**
- Department discussion regarding reappointment/next steps
- Chair/department discussion with the dean

**January 1**
- DEPARTMENT DECISION WHETHER TO OFFER REVIEW
- Decision communicated to candidate

**By April 1**
- FORMATION OF REVIEW COMMITTEE
  - Or may be the senior faculty of the department
  - Not necessary for reappointment reviews

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

*Penultimate year of 5-year contract
**list of materials: CV, research statement, teaching statement, list of courses taught, list of theses advised, syllabi, publications, portfolio
GSD Practice Faculty Review Process Steps

- **By July 1**: Committee reviews dossier, compiles external letter lists
- **By July 15**: External letter requests sent out
- **By October 1**: Lecture or presentation by candidate, if necessary
- **By October 15**: External letters received (8 letters minimum for assoc. professor in practice, 10 letters minimum for senior lecturer or professor in practice); case reviewed by department
- **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 & Provisorial review/approval
- **By May 15**: Notification to candidate