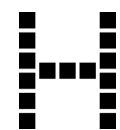


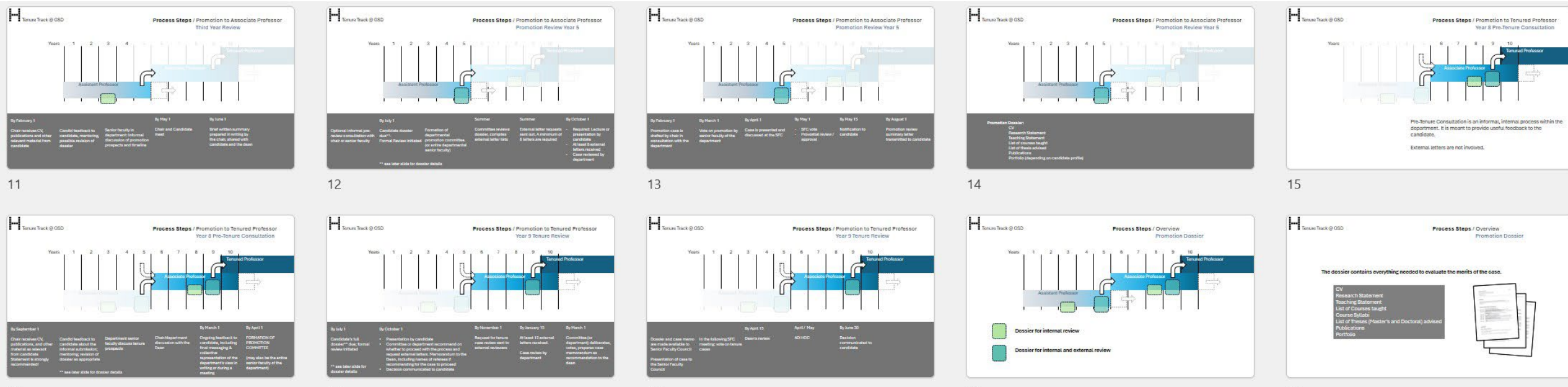
Navigating Reviews @ GSD:  
What is involved in the process?



**Tenure Track Voting Faculty**

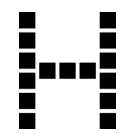


## Before we get into the details ...



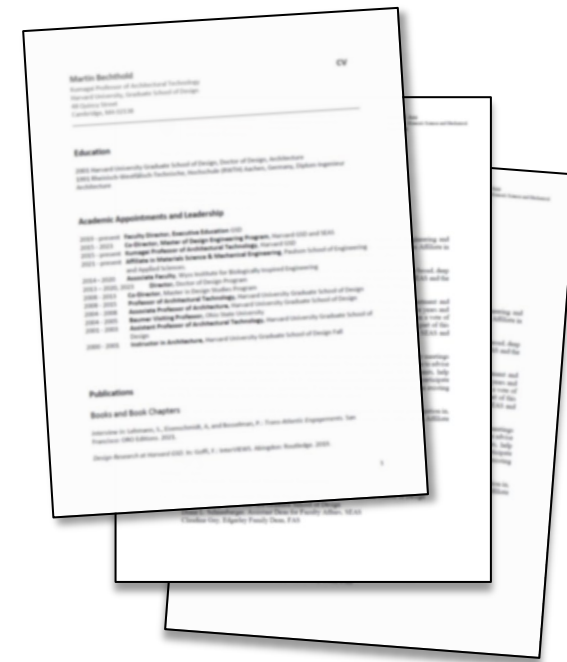
“... candidates must demonstrate evidence of a creative and productive mind through scholarship, design work/research, or professional work, or a combination thereof. All work will be evaluated for originality, significance, influence, and intellectual contribution to the candidate’s field that will benefit the learning of others.”

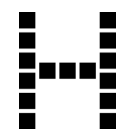
From the Faculty Appointments Handbook



**The dossier contains everything needed to evaluate the merits of the case.**

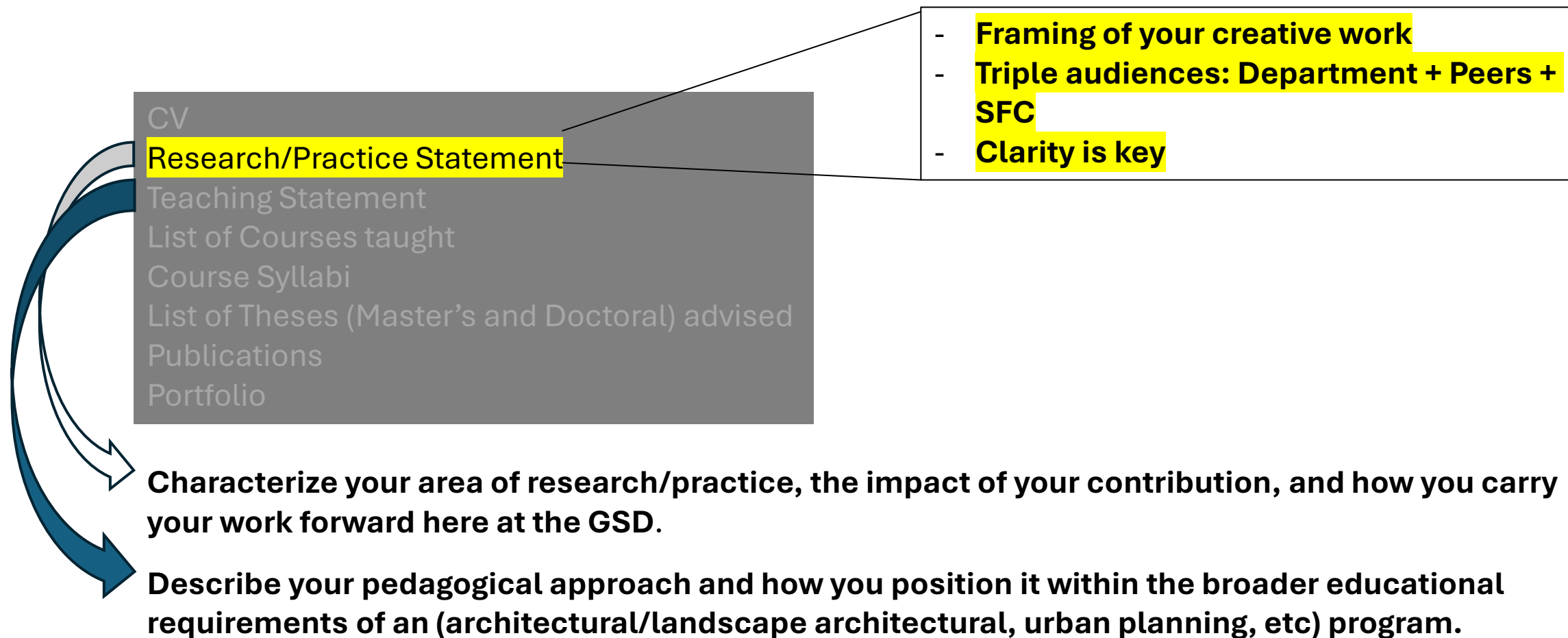
CV  
Research/Practice Statement  
Teaching Statement  
List of Courses taught  
Course Syllabi  
List of Theses (Master's and Doctoral) advised  
Publications  
Portfolio

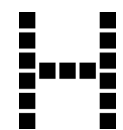




## Process Steps / Overview

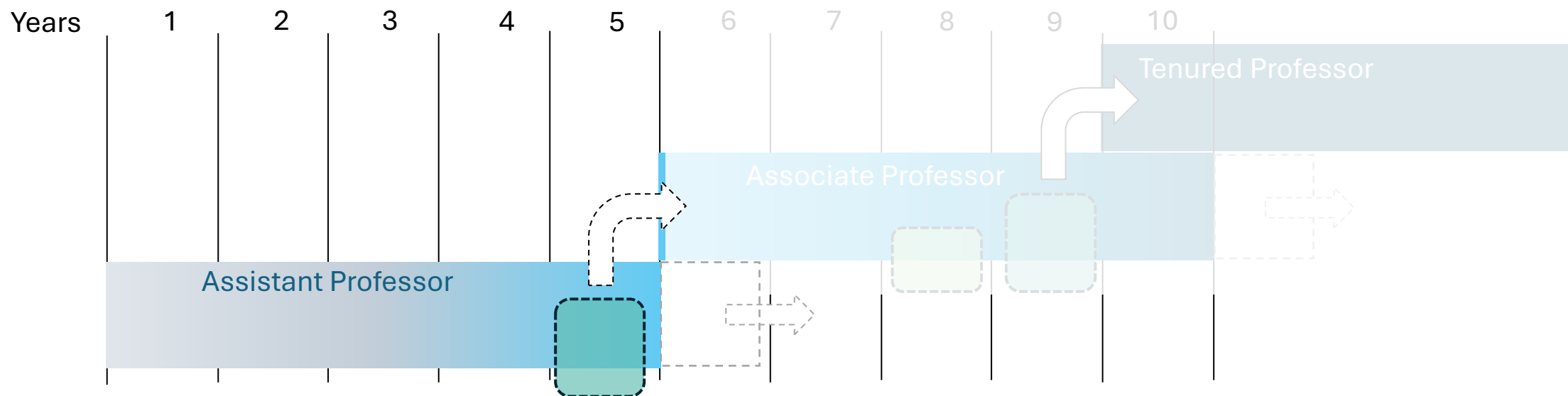
### Promotion Dossier





## Process Steps / Promotion to Associate Professor

### Promotion Review Year 5



By July 1

Candidate dossier  
due\*\*. Formal Review initiated

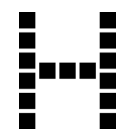
By October 1

Required: Lecture or presentation  
by candidate

By End of Fall Term

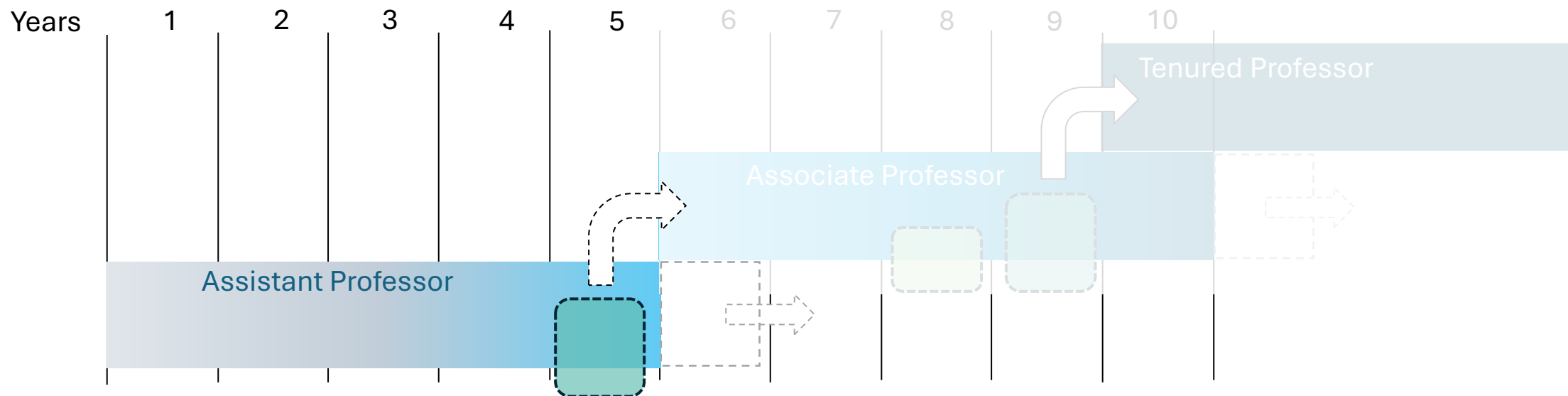
Committee reviews dossier  
Decision to request letters  
8 External letters requested

\*\* see earlier slide for dossier details



## Process Steps / Promotion to Associate Professor

### Promotion Review Year 5



By March 1

Discussion and vote on  
promotion by senior  
faculty of the department

Case Memo drafted

By April 1

Case is presented and  
discussed at the SFC

By May 1

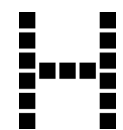
- SFC vote
- Provostial review /  
approval

By June 30

Notification to  
candidate

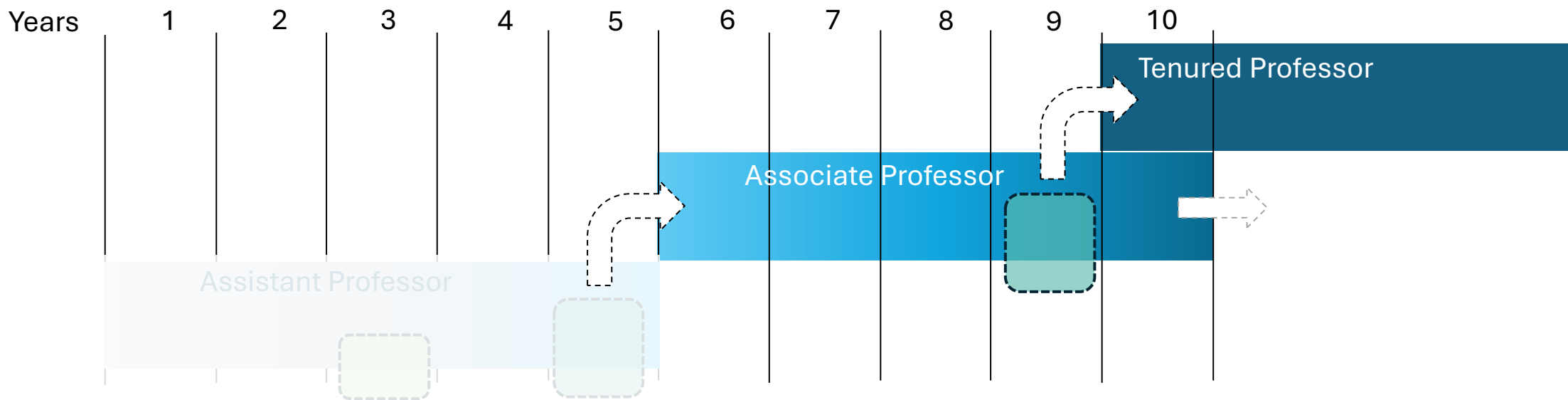
By August 1

Promotion review  
summary letter  
transmitted to candidate



## Process Steps / Promotion to Tenured Professor

### Year 9 Tenure Review



By July 1

Candidate's full dossier\*\* due; formal review initiated

By October 1

Presentation by candidate

By December 1

Committee or department recommend on whether to proceed with the process and request external letters. Memorandum to the Dean, including names of referees if recommending for the case to proceed. Decision communicated to candidate if necessary.

Request for tenure case review sent to external reviewers

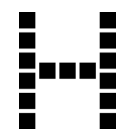
By January 15

At least 12 external letters received.  
Case review by department

By February 15

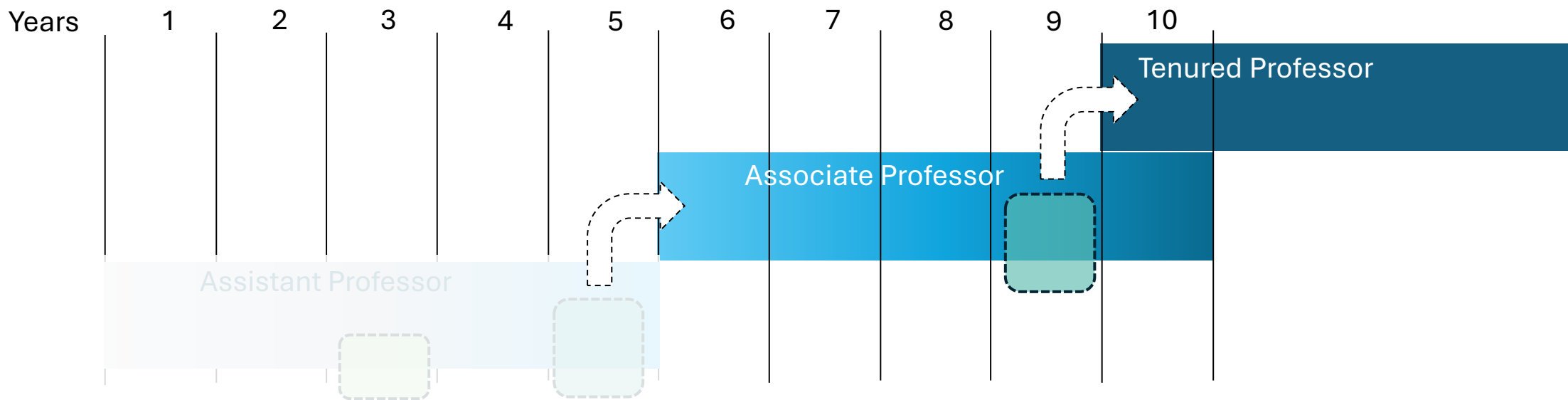
Committee (or department) deliberates, votes, prepares case memorandum as recommendation to the dean

\*\* see earlier slide for dossier details



## Process Steps / Promotion to Tenured Professor

### Year 9 Tenure Review



By April 1

April / May / June

By June 30

Dossier and case memo  
are made available to  
Senior Faculty Council

In the following SFC  
meeting: vote on tenure  
case

Dean's review

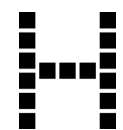
AD HOC

Decision  
communicated to  
candidate

Presentation of case to  
the Senior Faculty  
Council

Letters to the Dean

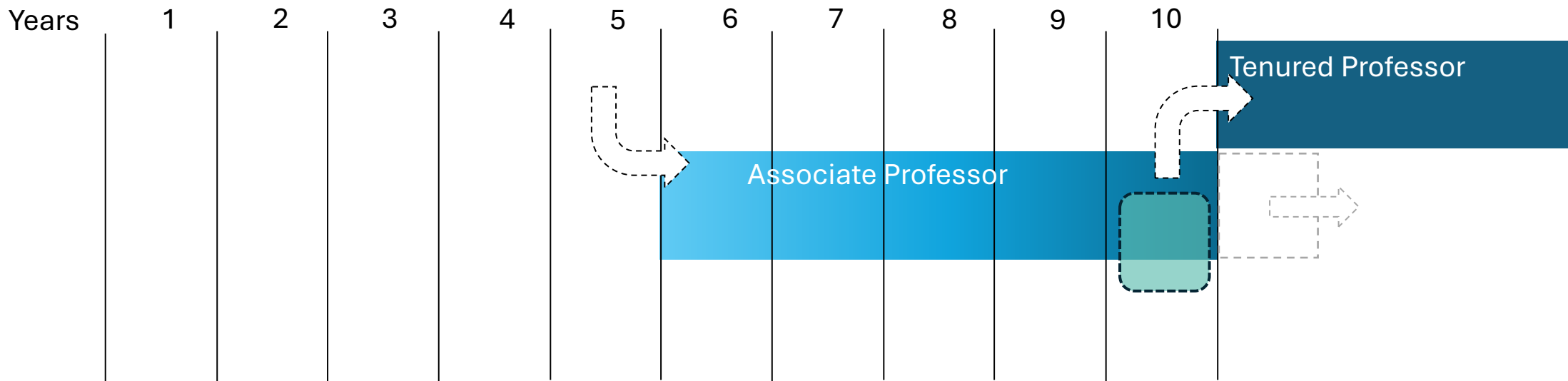




## Process Steps / Promotion to Tenured Professor

Tenure Review

Hired as Associate Professor



By July 1

Candidate's full dossier\*\* due; formal review initiated

\*\* see earlier slide for dossier details

By October 1

Presentation by candidate

By December 1

Committee or department recommend on whether to proceed with the process and request external letters. Memorandum to the Dean, including names of referees if recommending for the case to proceed. Decision communicated to candidate if necessary.

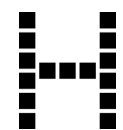
Request for tenure case review sent to external reviewers

By January 15

At least 12 external letters received.  
Case review by department

February 15

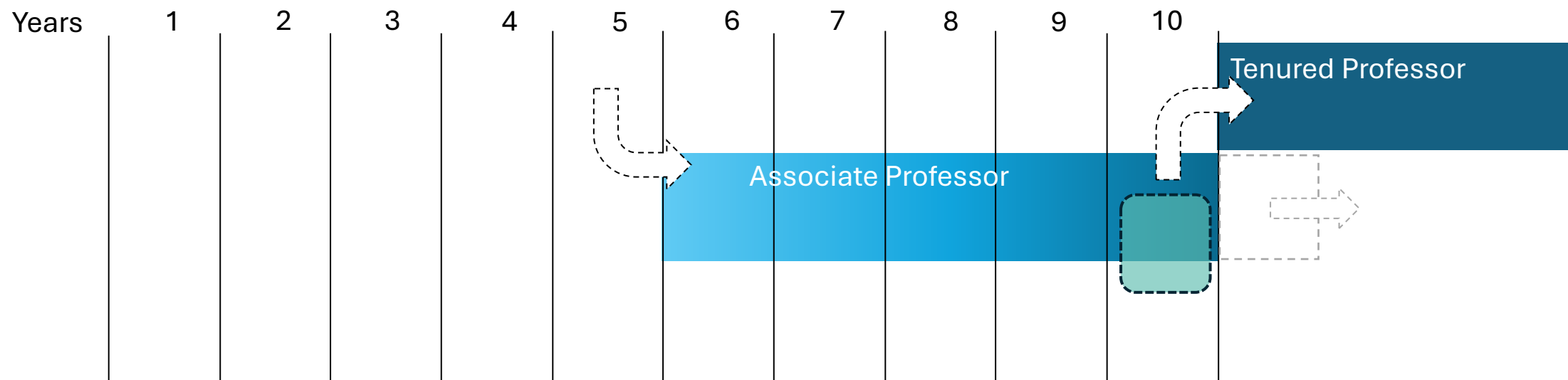
Committee (or department) deliberates, votes, prepares case memorandum as recommendation to the dean



## Process Steps / Promotion to Tenured Professor

Tenure Review

Hired as Associate Professor



By April 1

April / May / June

By June 30

Dossier and case memo  
are made available to  
Senior Faculty Council

In the following SFC  
meeting: vote on tenure  
case

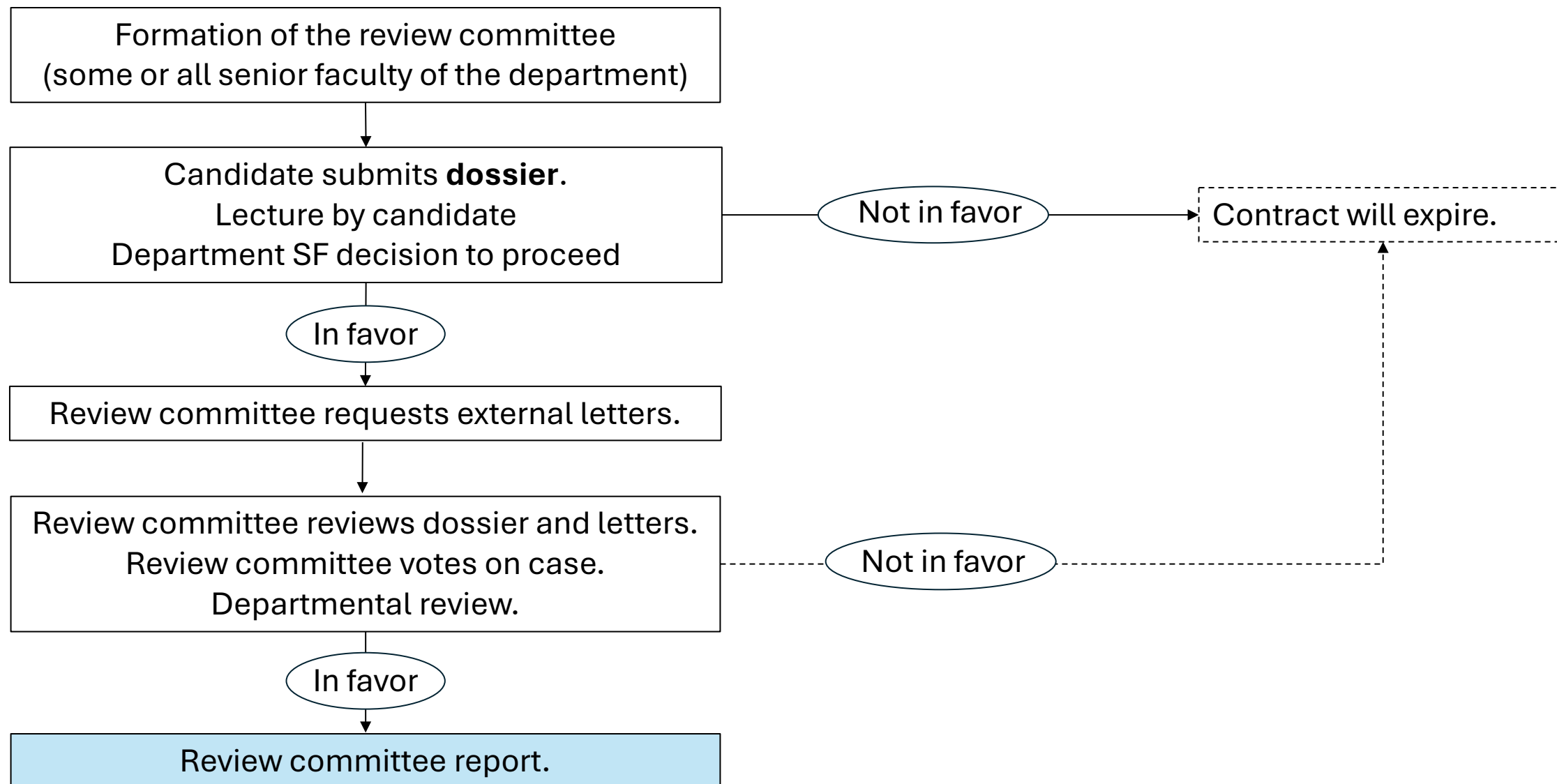
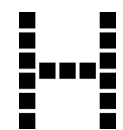
Dean's review

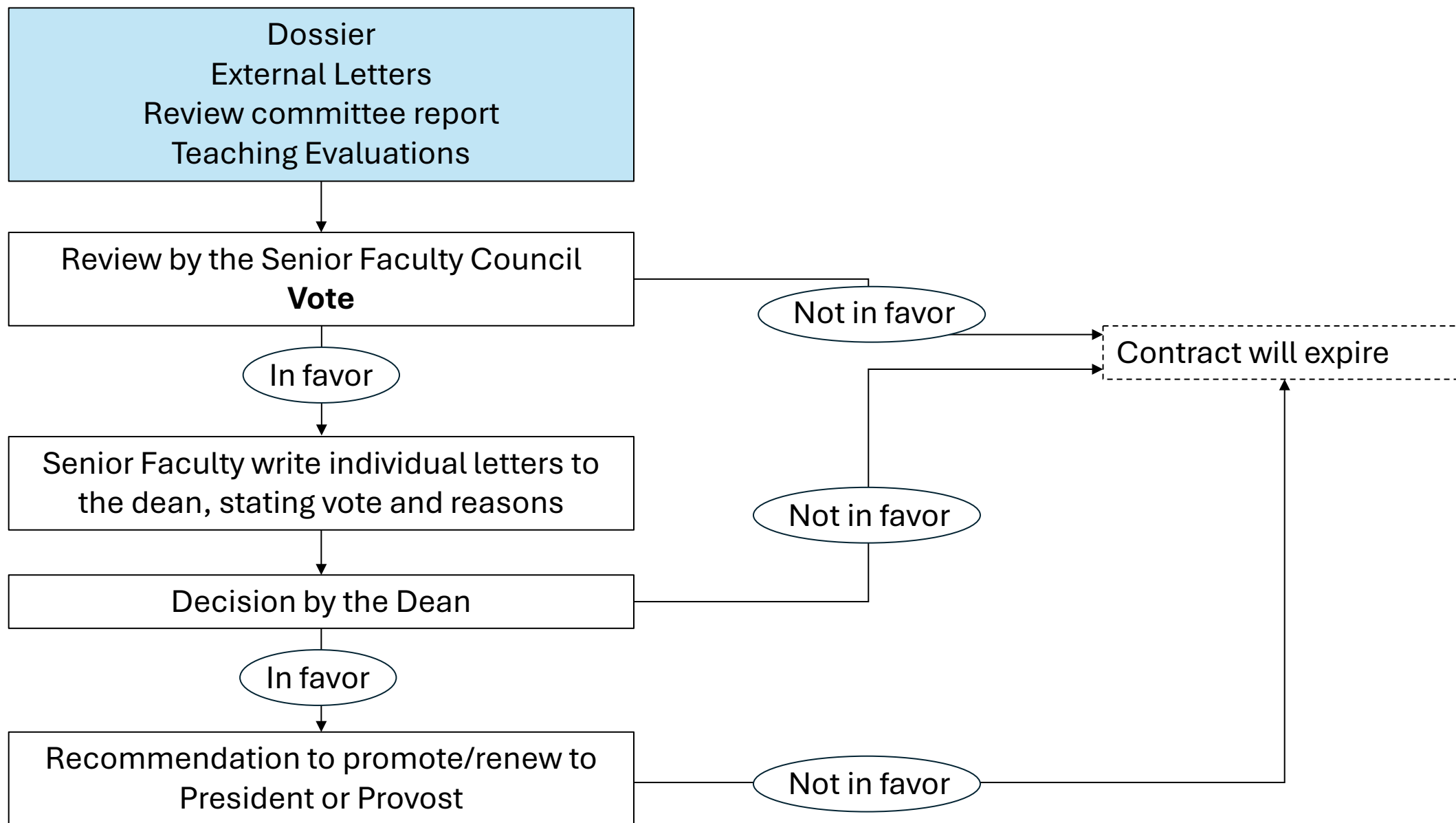
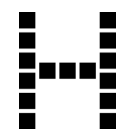
AD HOC

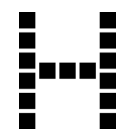
Decision  
communicated to  
candidate

Presentation of case to  
the Senior Faculty  
Council

Letters to the Dean

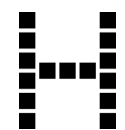




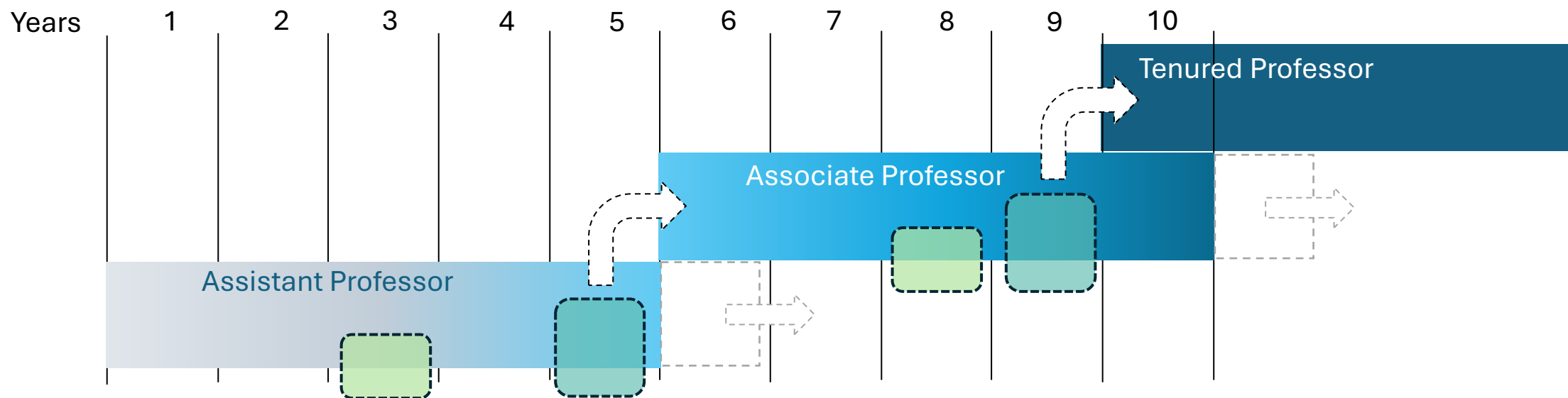


# **Tenure Track: Mentoring and Internal Processes**

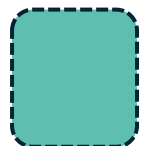
*Appendix*



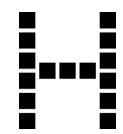
## Process Steps / Tenure Track Overview



**Mentoring - Internal process**

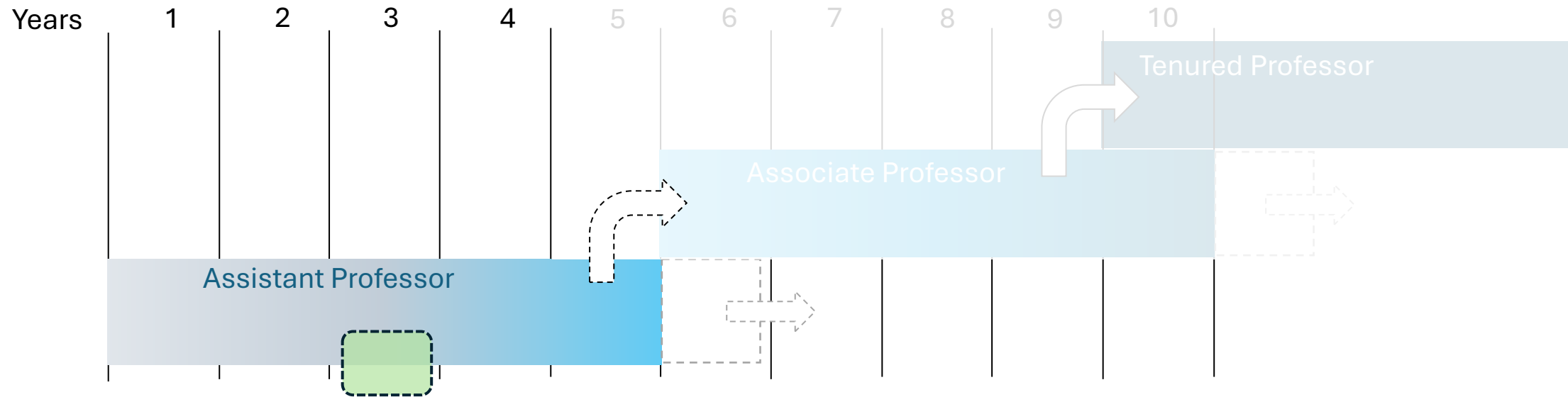


**Full review with external letters**



## Process Steps / Promotion to Associate Professor

### Third Year Review/Mentoring Internal Process



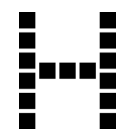
By February 1

Chair receives CV, publications and other relevant material from candidate

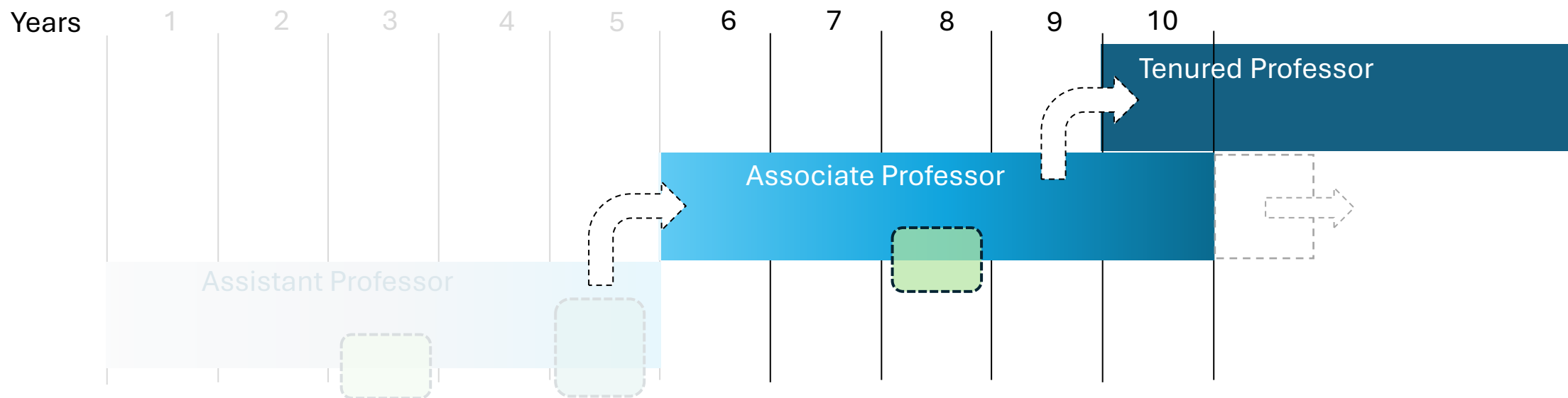
Senior faculty in department: informal discussion of promotion prospects and timeline

By June 1

Brief verbal or written summary by the chair or a member of the senior faculty



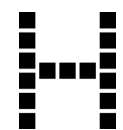
## Process Steps / Promotion to Tenured Professor Year 8 Pre-Tenure Consultation



Pre-Tenure Consultation is an informal, internal process within the department. It is meant to provide useful feedback to the candidate.

External letters are not involved.

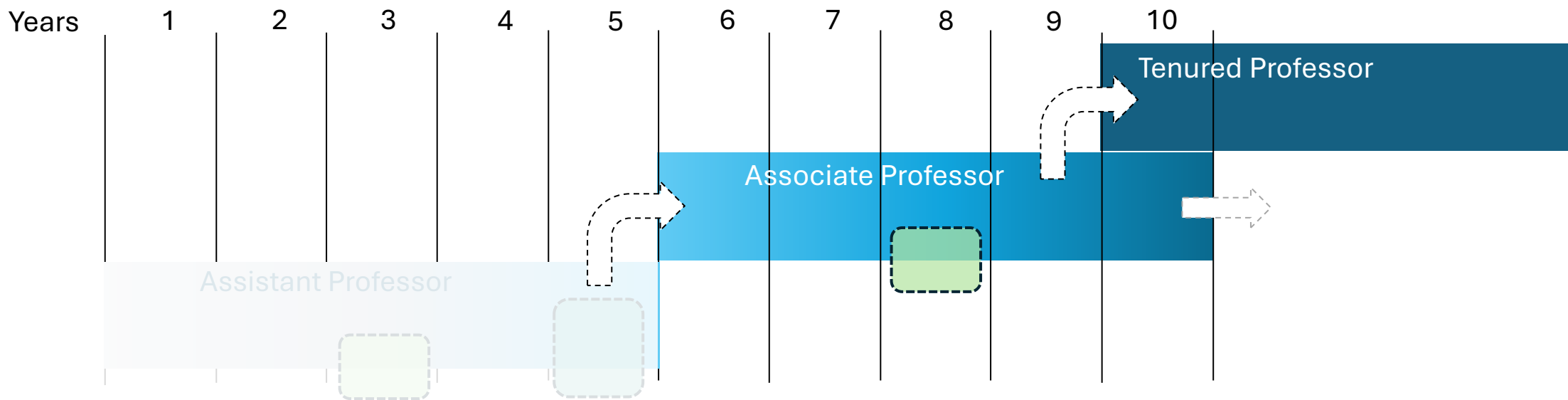




# Process Steps / Promotion to Tenured Professor

## Year 8 Pre-Tenure Consultation

### Internal Process



By September 1

Chair receives CV, publications, and other material as relevant from candidate  
Statement is strongly recommended!

Department senior faculty discuss tenure prospects

Candid feedback to candidate about the informal submission

Chair/department discussion with the Dean

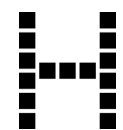
By March 1

Feedback to candidate, including final messaging & collective representation of the department's view in writing or during a meeting

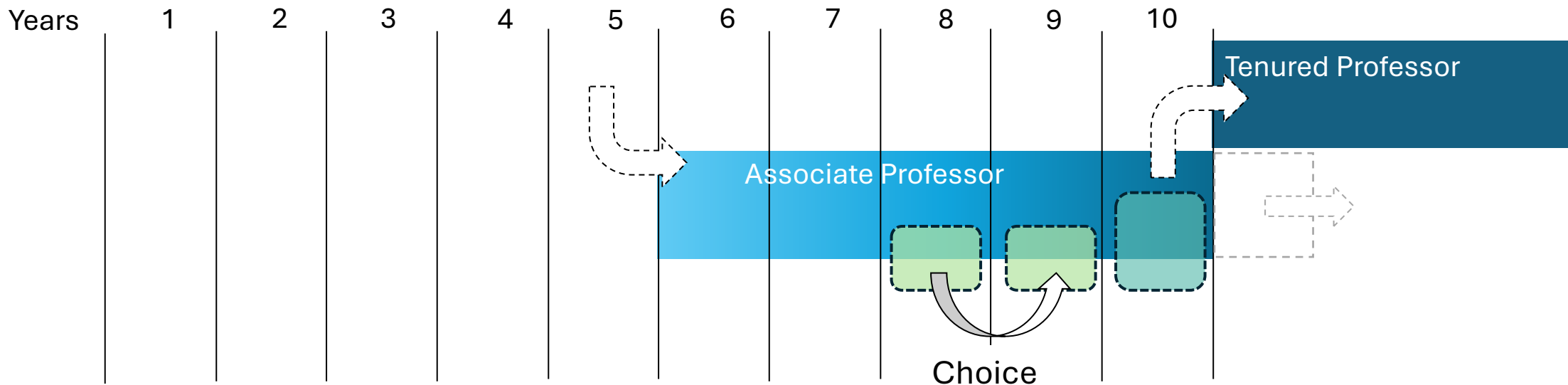
By April 1

FORMATION OF PROMOTION COMMITTEE

DOSSIER WILL BE DUE BY JULY 1



**Process Steps / Promotion to Tenured Professor**  
Year 8/9 Pre-Tenure Consultation  
Hired as Associate Professor



By September 1

Chair receives CV, publications, and other material as relevant from candidate  
Statement is strongly recommended!

Department senior faculty discuss tenure prospects

Candid feedback to candidate about the informal submission

Chair/department discussion with the Dean

By March 1

Feedback to candidate, including final messaging & collective representation of the department's view in writing or during a meeting

By April 1

FORMATION OF PROMOTION COMMITTEE

DOSSIER WILL BE DUE JULY 1