

## 2024-2025 TIMETABLE OF PROCEDURES FOR CLINICAL PROMOTION

### 2024

**By Tuesday, July 30: The Faculty Center** holds an information session on Clinical Promotion. Communication about this session is emailed from the Faculty Center to all clinical faculty.

**By Tuesday, September 24, EOB: Candidate emails** a Letter of Intent (using the template) to their Department Chair (Program Lead), cc'ing the Dean and [interfolio@pace.edu](mailto:interfolio@pace.edu).

*Note: if the Interfolio email address is not notified, your case won't be created.*

**By Tuesday, October 29, EOB: Faculty Center** holds a session to review dossier development, One Drive folder, and Interfolio by Zoom.

**By Tuesday, November 12, EOB: Candidate** submits their unverified FACT sheet in docx format (using the template) to the Interfolio email address.

{**CHP Only: By November 12, EOB: Candidate** emails their FACT sheet (using CHP template) to Pat Ketterer [pketterer@pace.edu](mailto:pketterer@pace.edu) for review.

**CHP candidate** provides materials for confidential references to review. These include CV, student course evaluations, peer observations, annual reviews/assessments, and drafts of Executive Summary, Teaching, Professional, and Service statements. References may request additional materials to review and submit a reference letter.

**CHP candidate** provides **4 to 5 names and emails** of the required references to [interfolio@pace.edu](mailto:interfolio@pace.edu). **These letters are confidential and won't be seen by the candidate.** Two reference letters are required, at least one within CHP. Candidate must provide two to three additional names in case one or more references are unable to provide a reference.

*Note: The Program Director/Lead submits an evaluation later in the process and, therefore, cannot be one of the references. A candidate who is also applying for clinical promotion in the same cycle cannot be one of the references either.}*

### 2025

**January 6 to 10 (dates may change): Academic Portfolio Workshop** is held. For more information, please email the Interfolio email address.

**By Tuesday, January 14, EOB:** The lists of Department and/or College/School TAP (or CHP Clinical Faculty Promotion Committee (CFPC)) members are communicated to the Interfolio email address by the **Dean's Office**.

*Note: Except for CHP, Committee members must be tenured.*

**By Tuesday, January 14, EOB: Dean's Office** sends a signed and verified FACT sheet for each candidate to the Interfolio email address. **Candidate** submits their full dossier via OneDrive. **Faculty Center** uploads the candidates' full dossier to their case in Interfolio to be approved and submitted by the candidate by **January 21, EOB**.

*Note: The CV template (i.e., flow, order, elements) is required. You may choose the citation style (e.g., APA) for your publications, creative work, etc. You may delete areas not needed or add areas not included. But please keep the font, spacing, and margins.*

**{CHP Only: By January 21, EOB: Letters of reference are due in Interfolio. Two reference letters are required, at least one within CHP.}**

**By Tuesday, January 28, EOB:** Equity and the Pathway to Clinical Promotion session is held via Zoom for Department Chairs/Program Leads, committee members, and Deans (i.e., all those serving in a clinical promotion review). The Faculty Center will reach out with more information.

**By Friday, January 31, EOB: Department TAP Committee, CHP CFPC, and Department Chair/Program Lead** receive access to candidates' dossiers in Interfolio and begin their review.

*Note: For SOE and Sands, the first committee to receive cases will be the College/School TAP committee in March.*

**By Tuesday, February 18, EOB: Department TAP Committee** submits evaluations using the appropriate form to the Interfolio email address.

**By Tuesday, February 25, EOB: Department Chair/Program Lead** submits an independent evaluation using the appropriate form to the Interfolio email address.

**By Friday, February 28, EOB: Faculty Center** (via Interfolio) shares copies of the department TAP committee evaluation (which includes the committee vote and the Yes/No recommendation) and Department Chair/Program Lead evaluation with the candidate.

**By Friday, February 28, EOB: College/School TAP Committee, CHP CFPC, and Dean** receive access to candidates' dossiers in Interfolio and begin their review.

**By Tuesday, March 11, EOB: College/School TAP Committee and CHP CFPC** submit their evaluations using the appropriate form to the Interfolio email address. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

**By Friday, March 14, EOB: Faculty Center** shares a copy of the School/College TAP Committee or CHP CFPC evaluation with the candidate (which includes the committee vote and the Yes/No recommendation) via Interfolio.

**By Tuesday, March 25, EOB: Dean** submits evaluations using the appropriate form to the Interfolio email address.

**By Friday, March 28, EOB: Faculty Center** shares a copy of the Dean evaluation form with the candidate via Interfolio.

**By Friday, March 28, EOB: Faculty Center** sends the case forward to the Office of the Provost for final approval.

**By Tuesday, April 8, EOB: Faculty Center** notifies the Dean about the decision regarding promotion by the Provost.

**By Tuesday, April 15, EOB: Dean** notifies the candidate of the final decision. All promotions are effective September 1.