

**2019 POST-TENURE REVIEW PROCESS CALENDAR  
COLLEGE OF THE ARTS  
GEORGIA STATE UNIVERSITY**

<b>October 26, 2018</b>	The Office of the Dean notifies faculty members of their upcoming post-tenure review.
<b>February 8, 2019</b>	The faculty member provides a dossier of their review materials to their director. The director reviews the dossier for conformity to the college and university promotion and tenure manuals and school promotion and tenure guidelines.
<b>March 8, 2019</b>	The director forwards their assessment of the faculty member's effectiveness in research/creative activity, teaching, and service and the faculty member's dossier to the Office of the Dean.
<b>March 13, 2019</b>	The Office of the Dean provides the director's assessment and the faculty member's dossier to the college promotion and tenure committee.
<b>April 26, 2019</b>	The college promotion and tenure committee provides their written reports to the Office of the Dean.
<b>May 31, 2019</b>	The dean provides a written assessment along with the director's assessment, the college committee's report, and various other review materials to the Office of the Provost.
<b>August 2019</b> <i>Specific date subject to the provost's calendar</i>	The provost completes their review of post-tenure review materials. The Office of the Dean provides a copy of the entire review, including comments from the provost, to the faculty member and schedules a conference to discuss the outcome of the review.
<i>Within 30 days of the conference</i>	The director submits an approved written plan (prepared by the faculty member) to the Office of the Dean for any faculty member who receives a college rating of <i>very good</i> or lower in research/creative activity and/or teaching or <i>good</i> or lower in service.