

**2018-2019 NTT PROMOTION REVIEW PROCESS CALENDAR
COLLEGE OF THE ARTS
GEORGIA STATE UNIVERSITY**

- September 28, 2018** The Office of the Dean notifies all candidates of their eligibility for promotion.
- **Lecturers** in their fifth year of service **must** be considered for promotion to the rank of Senior Lecturer.
 - **Academic Professionals** in their fifth year of service **must** be considered for promotion to the rank of Senior Academic Professional.
 - **Senior Lecturers** in their fifth year in rank or higher **may** be considered for promotion to the rank of Principal Senior Lecturer.
- October 8, 2018** Senior Lecturers wishing to be considered for promotion to Principal Senior Lecturer must notify the Office of the Dean (c/o Kyle White, Assistant to the Dean) and their director by this date.
- November 5, 2018** Candidates provide a dossier of their review materials to their director. The director reviews the materials for conformity to the college and university NTT promotion manuals and school NTT guidelines.
- November 7, 2018** The director forwards the dossier to the school's review committee, which consists of all tenured faculty and all NTT faculty of senior rank and above in the school. Schools may operate through a system of subcommittees that initially assess the candidate's materials. All final recommendations must be made by the committee of the whole. The committee will use the school's NTT faculty review guidelines to provide a written assessment of the candidate's effectiveness in teaching and service to the school's director.
- December 3, 2018** The school's review committee provides its written assessment of effectiveness in teaching and service to the school's director by this date.
- December 5, 2018** The director provides a copy of the school committee's report, including any minority reports — without signature pages — to the candidate. The candidate has three working days to provide a written response, if desired.
- December 10, 2018** Candidate's written response to the school review committee's report, if any, is due to the director.
- January 14, 2019** The director completes their evaluation and submits the following materials to the Office of the Dean:
- Director's report, which includes
 - Assessment of effectiveness in teaching and service;

January 14, 2019
(continued)

- Recommendation for or against promotion;
- Assessment of the school's need for the position;
- School committee's report (including any minority reports);
- Candidate's response to school committee's report, if any; and
- Candidate's dossier.

The director provides a copy of their report to the candidate. The candidate has three working days to provide a written response, if desired.

January 17, 2019

Candidate's written response, if any, to the report of the director is due to the Office of the Dean.

February 11, 2019

The College NTT Promotion Review Committee's report is due to the Office of the Dean.

February 13, 2019

The Office of the Dean provides a copy of the college committee's report, including any minority reports — without signature pages — to the candidate. The candidate has three working days to provide a written response to the Office of the Dean.

February 18, 2019

Candidate's response, if any, to the report of the college committee is due to the Office of the Dean.

March 8, 2019

The dean provides a written assessment along with the school reports and other review materials to the Office of the Provost. The candidate will receive a copy of the dean's report.

If the dean's recommendation is negative, the candidate may appeal to the provost within ten business days. The provost will provide the candidate and the dean with a written decision.

April 2019

The provost notifies the dean and president of their promotion recommendations. The Office of the Dean shares the provost's recommendation with the candidate when received.

May 2019

The president notifies the dean and candidate of their final promotion decision.