

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

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| September 28, 2018 | The Office of the Dean notifies all lecturers and academic professionals, who are in their third year, of their upcoming review. |
| 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 — an elected committee composed of at least three faculty, which must include both tenured faculty and senior lecturers or principal senior lecturers. This committee will use the school's NTT faculty review guidelines to provide a written assessment of effectiveness in teaching and service to the school's director. |
| December 3, 2018 | The school's review committee provides assessment of effectiveness on teaching and service to the school's director by this date. |
| January 28, 2019 | The school's director completes their written assessment of the candidate's effectiveness in teaching and service, which will include an assessment of the school's need for this position. The director will forward the dossier, the review committee's report, and their comments to the Office of the Dean by this date. |
| May 31, 2019 | The dean will evaluate the material and provide to the candidate and the provost their decision regarding reappointment by the date designated by the Board of Regents for contract renewal. |
| After the completion of all assessments | A conference will be held between the dean, the director, and the faculty member to discuss the results of the review and to make further recommendations to the faculty member. |