

Office of the Provost
Drexel University
Mid-point Review Calendar for 2017-2018

The Mid-Term Review File consists of:

(1) The Promotion and Tenure Committee's Mid-Term Review Report, (2) The Department Head's Mid-Term Review Report, and (3) the candidate's response.

- | | |
|--------------------|--|
| July 21, 2017 | List of candidates due for Mid-point Reviews in AY 17-18 sent to Deans/Directors from Office of the Provost for review and confirmation. |
| September 29, 2017 | Department Head meets with candidate to review Mid-point Review process, documents required and deadlines for mid-point review.

Departmental Mid-point Review Committee charged by Department Head.

<i>Mid-point Review begins according to the process defined by each academic unit.</i> |
| January 5, 2018 | Candidate submits dossier to Department Head. |
| March 2 | Mid-point Review completed by Committee and forwarded to Department Head. |
| March 16 | Department Head review completed. Departmental committee and Department Head reports forwarded to candidate. |
| March 23 | Candidate provides written acknowledgement of receipt of the reports of the Departmental committee and Department Head.
Candidate forwards any written comments addressing contents of reports to the Department Head. (Candidate's acknowledgement and written comments become part of the official Mid-point Review dossier.) |
| March 30 | Candidate's official dossier forwarded to Dean/Director by Department Head. |
| April 13 | Dean forwards his/her report to Candidate. |
| April 27 | Candidate provides written acknowledgement of receipt of College/School committee's and Dean's reports. Candidate forwards any written comments addressing contents of reports to the Dean. (Candidate's acknowledgement and written comments become part of the official Mid-point Review dossier.) |
| By May 4 | Mid-point Review dossier forwarded electronically to the Office of the Provost for file. |

Please note: These dates are subject to change.