

Office of the Provost  
Drexel University  
Mid-point Review Calendar for 2015-2016

**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 24, 2015	List of candidates due for Mid-point Reviews in AY 15-16 sent to Deans/Directors from Office of the Provost for review and confirmation.
By October 2	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 4, 2016	Candidate submits dossier to Department Head.
March 4	Mid-point Review completed by Committee and forwarded to Department Head.
March 18	Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
March 25	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 29	Candidate's official dossier forwarded to Dean/Director by Department Head.
April 15	Dean forwards his/her report to Candidate.
April 29	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 6	Mid-point Review dossier forwarded electronically to the Office of the Provost for file.

Please note: These dates are subject to change.