

Office of the Provost
Drexel University
Mid-point Review Calendar for 2018-2019 (*revised 4/6/18*)

- July 20, **2018** List of candidates due for Mid-point Reviews in AY 2018-2019 sent to Deans/Directors from Office of the Provost for review and confirmation.
- September 28 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.
- Mid-point Review begins according to the process defined by each academic unit.*
- February 8, **2019** Candidate submits dossier to Department Head.
- March 1 Mid-point Review completed by Committee and forwarded to Department Head.
- March 15 Department Head review completed. Departmental committee and Department Head reports forwarded to candidate.
- March 22 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 12 Dean forwards his/her report to Candidate.
- April 26 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 3 Mid-point Review dossier forwarded electronically to the Office of the Provost for file.

Please note: These dates are subject to change.