

Office of the Provost
Drexel University
Mid-point Review Calendar for 2008-09

- July 31, 2008 List of candidates due for Mid-point Reviews in AY 08-09 sent to Deans/Directors from Office of the Provost for review and confirmation.
- By October 1 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.

- January 7, 2009 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 27 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 17 Dean forwards his/her report to Candidate.
- April 30 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 8 Copies of Mid-point Review dossier forwarded to the Office of the Provost for file.