

IMPORTANT DATES AND DEADLINES

NOTE: IF DATES FALL ON A WEEKEND OR HOLIDAY, THE DATE WILL BE EXTENDED TO THE FOLLOWING BUSINESS DAY

TENURE DOSSIERS

(Review appendix III in faculty handbook.)

FEBRUARY 10:

From the tenure candidate:

- Recommendation for the unaffiliated member(s) of the department/program committee
- Current c.v.
- The names of colleagues to whom the committee will write
- A list of recommended individuals to serve as external objective referees for the candidate's scholarship. This list should include information on potential reviewers' professional affiliations and relationship with the candidate and contact information including email address and telephone number.

Note: #1, 3, and 4 should be submitted, in writing and electronically, to your department/program committee chair; after consultation with department/program committee chair, item #1 must also be sent to the Provost so that a formal appointment(s) can be made.

APRIL 15

- Copy of manuscripts, articles published, books, etc. (Note: The College will pay for additional copying of articles and manuscripts; we will also pay for books that will need to be ordered)

MAY 30

From the tenure candidate:

- List of courses taught by semester and year, with enrollments
- Teaching portfolio
- Course evaluations (except for Spring courses currently in progress)
- Updated C.V. (where appropriate)
- Statements on peer review of teaching (normally the department chair will have these)
- Copy of the sixth semester review report and any follow-up correspondence

- Any other material the candidate would like included in the dossier

AUGUST 1:

By August 1, the department/program committee should have received the following:

- Reviewer letters
- Student letters
- Peer letters
- The candidate's personal statement

SEPTEMBER 10:

Committee report and dossier due to Provost (delivered to the Office of the Provost by the committee chair)

PROMOTION DOSSIERS

JUNE 1

- Notify Provost of intent to apply for promotion in the upcoming academic year.

SEPTEMBER 15

- Formation of the department/program-level committee, including the outside member(s), with chair of committee determined
- All relevant course evaluations assembled with summary statistics on hand
- Personal statement and up-to-date c.v. received from candidate
- Suggested objective outside reviewers, list and annotation, received from candidate; committee may supplement list, in consultation with candidate; mailing of solicitation and scholarship to 4 to 6 selected reviewers with request for response within four weeks (call reviewers before mailing to confirm their participation in the process)
- Friendly reviewers list received from candidate, and solicitation sent out with response requested within four weeks
- Colby colleagues list received from candidate; solicitation sent by October 1 with response requested within two weeks
- Student letters: first request sent out with response requested within four weeks

OCTOBER 15

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- Reminder (letter, phone, e-mail) to objective outside reviewers to submit their responses ASAP
- Second (and final) reminder letter to students who have not responded to initial solicitation asking for their responses as soon as possible
- Reminders to friendly reviewers and Colby colleagues asking for their responses ASAP

NOVEMBER 15

- Dossier fully assembled, with all relevant solicited reviews and letters
- Committee members read/review completed dossier and set meeting date to discuss committee report

DECEMBER 20

- Committee meeting held to discuss dossier and performance/ratings in teaching and advising, scholarship, and service
- Plan for drafting of committee report, to be circulated to all members during December or January

JANUARY 31

- Dossier complete, including committee report/recommendation signed by all members

FEBRUARY 5

Dossier with committee report delivered to Office of the Provost by February 5

SIXTH-SEMESTER REVIEWS

FEBRUARY 5

Committee membership determined

APRIL 15

Candidate materials to chair/director

JUNE 1

Review materials to Provost

CONTRACT RENEWALS

MARCH 15

Recommendations to the Provost

FIRST YEAR REVIEWS

FEBRUARY 15

Recommendations to the Provost

MERIT REVIEWS

MARCH 1

Candidate materials to Provost

PERFORMANCE EVALUATIONS

MAY 20

Evaluations of lab instructors, academic administrative assistants, all other due to Provost

ANNUAL REPORTS

JUNE 1

Faculty reports due to Chairs

JUNE 15

Faculty reports and department reports due to Provost