

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:

1. Recommendation for the unaffiliated member(s) of the department committee
2. Current C.V.
3. The names of colleagues (internal and external) to whom the committee will write
4. 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 to your department committee chair; after consultation with department committee chair, item #1 must also be sent to the Provost so that a formal appointment(s) can be made.

APRIL 15

From the tenure candidate:

- 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)
- Optional Personal Scholarship Statement

MAY 30

From the tenure candidate:

- List of courses taught by semester and year, with enrollments
- Representative sampling of course materials (item 8 in the tenure dossier)
- Course evaluations (including from the recently completed spring semester)
- Updated C.V. (where appropriate)
- Statements on peer review of teaching (normally the department chair will have these)
- Copy of the first year and 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/committee should have received the following:

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

SEPTEMBER 10

- Committee report and dossier is due to the Office of the Provost

PROMOTION DOSSIERS

JUNE 1

- Provide written notification to the Provost of intent to apply for promotion in the upcoming academic year

SEPTEMBER 15

- Formation of the department committee, including the outside member(s), with chair of committee determined
- All relevant course evaluations assembled
- All materials (including 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)
- List of internal and external colleagues received from candidate, and solicitation sent out with response requested within four weeks
- Student letters: first request sent out with response requested within four weeks

OCTOBER 15

- Reminder (letter, phone, e-mail) to objective outside reviewers to submit their responses ASAP

IMPORTANT DATES AND DEADLINES

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

- Second (and final) reminder letter to students who have not responded to initial solicitation asking for their responses as soon as possible
- Reminders to internal and external 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

- Committee report and dossier is due to the Office of the Provost

SIXTH-SEMESTER REVIEWS

FEBRUARY 1

- Committee membership determined

APRIL 15

- Candidate materials to chair

JUNE 1

- Committee report and dossier is due to the Office of the Provost

REAPPOINTMENT

MARCH 15

- Committee report and dossier is due to the Office of the Provost

FIRST YEAR REVIEWS

FEBRUARY 15

- Committee report and dossier is due to the Office of the Provost

MERIT REVIEWS

MARCH 1

- Dossier is due to the Office of the Provost

PERFORMANCE EVALUATIONS

MAY (EXACT DATE TBD BY HR)

- 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 the Office of the Provost