

FACULTY REVIEW TIMELINES

Second-Year Review

April 22	Review Schedule & Procedures Meeting: Faculty Member, Department Chair, Dean of the College, and Division Chairs
By June 1	Sr Admin Assistant: Create folder and grant access to Dean, Div Chairs, Dept Chair, and Faculty Member. Include the following documents: Review Timeline, Review Guidelines (Handbook), and 1st Year Advisory Review
August 22	Faculty Member: A list of 10 current students who will be asked for oral or written comments are due. (Box)
	Sr Admin Assistant: Add 10 more current students to the Faculty Member's list.
	Div Chair & Dept Chair: Pick 5 students each to interview.
	Sr Admin Assistant: Email the remaining 10 students for written comments.
September 26	Sr Admin Assistant: Student written comments are due. Combine written student comments.
October 20	Faculty Member: Electronic materials are due. Notify Dept Chair when upload is complete. (Box)
	Dept Chair: Review materials with Faculty Member, asking for clarification, if necessary, and additional information, if needed. Verify that the candidate statement does not exceed 5,000 words. Submit a brief summary of this conversation. (Box)
	Sr Admin Assistant: Remove Faculty Member's access and grant access to the Committee Members. (Box)
	Div Chair & Dept Chair: Submit summaries of student interviews. (Box)
November 5	Dept Chair: Submit Department's letter of evaluation and recommendation (signed by all Committee Members) with all supporting materials. Notify Dean's Office that all of the Faculty Member's materials are in Box.
	Sr Admin Assistant: Remove Committee Members and Dept Chair's access, and grant access to the President and Executive Assistant. (Box)
November 7	Dean & Faculty Member: Meet to verify the list of materials in Box and confirm that all steps in the process have been taken.
Late November	Dean & Div Chairs: Discuss review materials.
By December 19	Dean: Notify the Faculty Member of the President's decision.
December/January	Div Chair & Dept Chair: Discuss the results of the review with Faculty Member in the weeks after review.
	Div Chair: Submit memo of the meeting. (Box)
	Sr Admin Assistant: Remove President's access. Div Chairs retain permissions until May 15.
May 15	Sr Admin Assistant: Remove all access except for the Dean. (Box)

Fourth-Year Review

April 22	Review Schedule & Procedures Meeting: Faculty Member, Department Chair, Dean of the College, and Division Chairs
By June 1	Sr Admin Assistant: Create folder and grant access to Dean, Div Chairs, Dept Chair, and Faculty Member. Include the following documents: Review Timeline, Review Guidelines (Handbook), Second-Year Debrief Letter and Department Letter
January 16	Faculty Member: A list of 15 current students who will be asked for oral or written comments are due. Candidate may also request that comments be solicited from particular colleagues who have special insight into the contributions of the candidate (e.g. chairs of all-college courses, chairs of committees, colleagues who have taught with the candidate etc.).
	Sr Admin Assistant: Add 15 more current students who have taken classes since the Faculty Member's last review to the list.
	Div Chairs & Dept Chair: Pick 4 students each to interview.
	Sr Admin Assistant: Email the remaining 14 students for written comments.
February 5	Sr Admin Assistant: Email Colleagues inviting them to write individual letters of comment.
March 2	Sr Admin Assistant: Student written comments are due. Combine written student comments into one document.
March 16	Faculty Member: Electronic materials are due. Notify Dept Chair when upload is complete. (Box)
	Dept Chair: Review materials with Faculty Member, asking for clarification, if necessary, and additional information, if needed. Verify that the candidate statement does not exceed 7,000 words. Submit a brief summary of this conversation. (Box)
	Sr Admin Assistant: Colleagues' letters of comment are due. Remove Faculty Member's access and grant access to the Committee Members. (Box)
	Div Chairs & Dept Chair: Submit summaries of student interviews. (Box)
April 1	Dept Chair: Submit Department's letter of evaluation and recommendation (signed by all Committee Members) with all supporting materials. (Box) Notify Dean's Office that all of the Faculty Member's materials are in Box.
	Sr Admin Assistant: Remove Committee Members and Dept Chair's access, and grant access to the President and Executive Assistant. (Box)
April 3	Dean & Faculty Member: Meet to verify the list of materials in Box and confirm that all steps in the process have been taken.
April	Dean & Div Chairs: Discuss review materials.
By May 15	Dean: Notify the Faculty Member of the President's decision.

May	Dean, Div Chair & Dept Chair: Discuss the results of the review with Faculty Member in the weeks after review.
	Div Chair: Submit memo of the meeting. (Box)
	Sr Admin Assistant: Remove all access except for the Dean. (Box)

Tenure Review

April 22	Review Schedule & Procedures Meeting: Faculty Member, Department Chair, Dean of the College, and Division Chairs
By June 1	Sr Admin Assistant: Create folder and grant access to Dean, Div Chairs, Dept Chair, and Faculty Member. Include the following documents: Review Timeline, Review Guidelines (Handbook), Fourth-Year Debrief Letter and Department Letter
June 12	Faculty Member: Submit a list of 4 possible Outside Reviewers – including credentials and a brief description of relationship to each Reviewer. (Box)
August 22	Faculty Member: Submit electronic set of scholarly materials for the Outside Reviewers, a list of 12 alumni (from the last five years with their current email address), and a list of 15 current students (since last review) who will be asked for oral or written comments. Candidate may also request that comments be solicited from particular colleagues who have special insight into the contributions of the candidate (e.g. chairs of all-college courses, chairs of committees, colleagues who have taught with the candidate etc.). Sr Admin Assistant: Add 15 more current students who have taken classes since the Faculty Member's last review to the list and 12 alumni from the last five years.
	Div Chairs: Pick 5 students each to interview.
	Sr Admin Assistant: Email the remaining 15 students and all alumni for written comments.
August 29	Sr Admin Assistant: Email Colleagues inviting them to write individual letters of comment.
September 26	Sr Admin Assistant: Student and alumni written comments are due. Combine current student written comments into one document.
October 20	Faculty Member: Electronic materials are due. Notify Dept Chair when upload is complete. Dept Chair: Review materials with Faculty Member, asking for clarification, if necessary, and additional information, if needed. Verify that the candidate statement does not exceed 9,000 words. Submit a brief summary of this conversation. (Box) Sr Admin Assistant: Colleagues' letters of comment and Outside Evaluators' reports are due. Remove Faculty Member's access and grant access to the Committee Members. (Box) Div Chairs: Submit summaries of student interviews. (Box)

November 5	Dept Chair: Submit Department's letter of evaluation and recommendation (signed by all Committee Members) with all supporting materials. Notify Dean's Office that all of the Faculty Member's materials are in Box. Sr Admin Assistant: Remove Committee Members and Dept Chair's access, and grant access to the President and Executive Assistant. (Box)
November 7	Dean & Faculty Member: Meet to verify the list of materials in Box and confirm that all steps in the process have been taken.
November	Dean & Div Chairs: Discuss review materials.
By December 19	President & Dean: Notify the Faculty Member of the President's decision.
December/January	Dean, Div Chair & Dept Chair: Discuss the results of the review with Faculty Member in the weeks after review. Div Chair: Submit memo of the meeting. (Box) Sr Admin Assistant: Remove President's access. Div Chairs retain permissions until May 15.
May 15	Sr Admin Assistant: Remove all access except for the Dean. (Box)

Promotion Review

By December 1	Faculty Member & Dept Chair: Discuss the process for promotion and student/alumni comments. Faculty Member: Notify Dean of the request for promotion. Submit a list of 3 possible Outside Reviewers – including credentials and a brief description of relationship to each Reviewer - to the Sr Admin Assistant. Sr Admin Assistant: Create folder and grant access to Dean, Div Chairs, Dept Chair, and Faculty Member. (Box)
January 16	Faculty Member: Submit electronic set of scholarly and/or creative work for the Outside Reviewer, a list of 8 alumni (with their current email address), and a list of 8 current students who will be asked for written comments. (Box) Sr Admin Assistant: On behalf of department chair, email students and alumni for written comments. Send CV and scholarly and/or creative work to Outside Reviewer.
January 31	Faculty Member: Submit the review dossier with a statement and supporting documents. (Box) Sr Admin Assistant: Remove Faculty Member's access.
February 16	Sr Admin Assistant: Student and alumni written comments are due. Combine current student written comments into one document.
March 2	Dept Chair: Submit letter of recommendation. (Box) Sr Admin Assistant: Outside Reviewer letter is due.
April	Dean & Div Chairs: Review materials and deliberate on request for promotion. Submit recommendation to the President. (Box) Sr Admin Assistant: Grant access to the President and Executive Assistant. (Box)

May 15	Dean: Notify the Faculty Member of the College's decision.
	Sr Admin Assistant: Remove all access except for the Dean. (Box)