

## Pre-Tenure Review Schedule

<b>Date:</b>	<b>Requirement:</b>
By August/September	<b>Chairs and reviewees meet</b> with the Associate Provost to examine review procedures.
By October 15	<b>Reviewee nominates evaluators to write letters. Please enter all nomination information into the Google form. A link will be sent to you by Jalene Fox.</b>  <b>You will need:</b> <ul style="list-style-type: none"><li>• The names and current email addresses of ten (10) students.</li><li>• The names of two (2) faculty colleagues to serve as evaluators, at least one (1) from the department. The reviewee may (but need not) choose an evaluator whose letter will focus on scholarly or artistic engagement, and may (but need not) choose an evaluator outside the department.</li><li>• The Associate Provost chooses the other two evaluators.</li></ul> <b>Reviewee submits</b> electronic copy of C.V. and prospectus to the Office of the Provost at foxj@kenyon.edu.
By November 1	The Associate Provost chooses the evaluators, and e-mails reviewee with approved list of names.  <b>Reviewee places material/evidence</b> to be considered by faculty letter writers either on Course Reserve in Library, in a Google drive folder, or a personal website, making sure everyone who needs it has access to the materials. Please let your writers know how they can find your materials, and inform them of your class schedule and invite them to attend.  The Office of the Provost e-mails all evaluation letter requests.
December 15-January 2	The Associate Provost works with the chair to communicate with letter writers to ensure receipt of required letters, including the departmental letter.
By January 2	<b>Review dossier should be complete</b> and available to TPC.
By April 15	TPC submits written recommendation to the President. The Provost submits dossier and written recommendation to the President.
April Board Meeting	The Board of Trustees considers the review results.
Following Board Meeting	The President notifies reviewee of the Board's action. TPC letter and written result of review are sent to the reviewee in late April.
By May 15	Contract for services are issued.