

PROMOTION TO FULL REVIEW SCHEDULE

Date:	Requirement:
January	Chairs and reviewees meet with the Associate Provost to examine review procedures.
Before March 1	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. You will need: <ul style="list-style-type: none">• The names and current email addresses of ten students.• The names of four department colleagues; the Associate Provost chooses two of these and one more (not necessarily from the reviewee's list).• The name of one colleague outside the department specifying whether this person is to focus on teaching or scholarly/artistic engagement. The Associate Provost chooses another colleague outside the department to focus on the other.• Submit the names of five colleagues outside the College (include rationale and current email addresses); The Associate Provost chooses three from reviewee's list. Reviewee submits electronic copies of C.V., prospectus, and a representative sample of scholarship or artistic work to the Office of the Provost, foxj@kenyon.edu.
By March 15	The Associate Provost chooses evaluators, and e-mails the reviewee the approved list of names. Reviewee places material/evidence 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, inform them of your class schedule, and invite them to attend. The Office of the Provost e-mails all evaluation letter requests.
Between May 15 and June 1	The Associate Provost works with the chair to communicate with letter writers ensuring receipt of required letters, including the departmental letter.
By June 1	Review dossier should be complete , and available to TPC.
By October 15	TPC submits written recommendation to the President. The Provost submits dossier and written recommendation to the President.
October Board Meeting	The Board of Trustees considers review results.
Following October Board meeting	The President notifies reviewee of the Board's action. TPC letter and written result of review are sent to reviewee in early November.
Following April Board meeting	The President sends notification to reviewee of approved merit increase.
May	Contract for services are issued.