

TENURE REVIEW SCHEDULE

Date:	Requirement:
May/June	Chairs and reviewees meet with the Associate Provost to examine review procedures.
By September 1	Reviewee nominates evaluation letter writers. 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 (10) students.• 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.• The names and current email address of five colleagues outside the College (with rationale); the Associate Provost chooses three from reviewee's list.• The Associate Provost chooses the other two faculty evaluators. Reviewee submits electronic copies of C.V., prospectus, and a representative sample of scholarship or artistic work to Office of the Provost, foxj@kenyon.edu.
By September 15	The Associate Provost chooses the evaluators, and e-mails reviewee with 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, and inform them of your class schedule and invite them to attend. The Office of the Provost e-mails all evaluation letter requests.
By October 15	Associate Provost works with chair to communicate with letter writers ensuring receipt of required letters, including departmental letter.
By November 1	Review dossier should be complete and available to TPC.
By April 15	TPC submits written recommendation to President. The Provost submits dossier and written recommendation to President.
April Board Meeting	Board of Trustees considers review results.
Following Board Meeting	President notifies reviewee of Board's action. The TPC letter and written result of review are sent to the reviewee in late April.
By May 15	Contract for services are issued.