

Annual Review and Tenure Year Review Calendar

The purpose of this document is to provide to members of the Cowles Library Promotion and Tenure Committee and to candidates for continuing appointment and tenure in Cowles Library timetables and guidelines for events relating to the formal procedures of the committee. It is the aim and express intent of this document to make the reappointment and tenure process as transparent and clear as possible.

General Procedures:

For each review, the P&T Committee will meet and deliberate the merits of a candidate's submitted dossier, which is to include those items enumerated in Section 7 of the Cowles Library Promotion and Tenure document. Once the committee has deliberated and voted on a candidate, the candidate will be called before the committee and informed of the committee's decision. The candidate has the opportunity at this time to respond to questions from the committee, and to explain, clarify, or elaborate upon any issues raised by members of the committee.

A copy of the P&T Committee's letter of recommendation for or against continuing appointment or tenure is to be supplied to the candidate at the same time that said letter is sent to the dean. The candidate should retain his or her copy in his or her professional dossier. A candidate may initiate a challenge to the P&T Committee's decision according to the procedures laid out in the P&T document. (Section VIII: Retention and Recommendation, Guidelines and Procedures for the Committee)

First Year Review:

December 1: Candidate must submit an annual activity report (or equivalent document) to the chair of the P&T Committee on or before this date.

P&T Committee shall meet and deliberate on a candidate's first year performance at least two weeks prior to the deadline (currently **March 1**) for submitting its letter of recommendation to the dean. The candidate will meet with the committee after the completion of deliberations and before the letter of recommendation is forwarded to the dean.

Second Year Review:

September 15: Candidate must submit an annual activity report (or equivalent document) to the chair of the P&T Committee.

P&T Committee shall meet and deliberate on a candidate's first year performance at least two weeks prior to the deadline for submitting its letter of

recommendation to the dean (currently **December 15**). The candidate will meet with the committee after the completion of deliberations and before the letter of recommendation is forwarded to the dean.

Third, Fourth, and Fifth Year Reviews:

December 15: Candidate must submit an annual activity report (or equivalent document) to the chair of the P&T Committee.

P&T Committee shall meet and deliberate on a candidate's first year performance at least two weeks prior to the deadline for submitting its letter of recommendation to the dean (currently **March 15**). The candidate will meet with the committee after the completion of deliberations and before the letter of recommendation is forwarded to the dean.

Tenure Year Review:

March-April: Candidates will provide to the chair of the P&T Committee the names of three people who are willing to provide letters of recommendation on the candidate's behalf, according to the guidelines enumerated in Section VII of the P&T document.

Early September: Chair of P&T solicits letters from candidate's references.

June-November: Candidate prepares tenure file and tenure narrative.

Materials submitted to the P&T Committee should include:

Teaching: all syllabi, course evaluations, peer observations.

Scholarship: work "in preparation," "submitted," "in review," or "in press."

Service: list of Drake, professional, and community activities.

December 1: Candidate submits all documentation to P&T Committee.

December-Early January: P&T Committee reviews all submitted materials and votes on candidacy of faculty member.

January 15: Deadline for P&T Committee to submit letter of recommendation to the dean. Dean notifies candidate of P&T Committee's decision. A copy of the P&T Committee's letter of recommendation is subsequently forwarded to the candidate.

January 20: Deadline for candidate challenge (in writing) to P&T Committee decision.

January 25: Deadline for P&T Committee's reconsideration of its original decision.

Promotion Review:

The calendar for promotion procedure shall follow the same timeline as that used for tenure proceedings.