

**Tenure and Promotion Review Process**  
**Initiator's Calendar for Candidacies Initiated in April 2007**

Suggested Dates	Item	Actions
<b>JANUARY - FEBRUARY</b>		
<i>January 15</i>		Prospective candidate provides current CV to initiator and, if necessary, identifies preferred version of department Statement on Significant Professional Activities
<i>January - February</i>		Initiator confers with prospective candidate
<i>January - February</i>		Initiator meets with tenured members of the department (for early tenure and/or promotion cases only)
<b>MARCH</b>		
<i>March 1</i>	I	Initiator consults tenured members to select additional tenured member of the department (or other appropriate colleague) to serve as peer reviewer of teaching
<i>March 1 - March 15</i>	I	Initiator contacts prospective peer reviewers of teaching and secures their agreement to participate
<i>March 15</i>	F	Initiator requests course lists from Institutional Research and Planning (IRP) for student evaluation sampling
<i>March 15 - April 1</i>	F	Initiator, candidate, and tenured members collaborate to complete <i>Initiator's Information for Student Evaluation</i> form by: Selecting student committee and securing their agreement to serve Preparing additional department questions Verifying
<b>APRIL</b>		
<i>April 10</i>	F	Initiator sends completed <i>Initiator's Information for Student Evaluation</i> form to Academic Research and Planning (ARP)
<i>April 10</i>		Initiator sends candidate's name to Dean of the College - <b>(firm deadline - stated in Faculty Manual)</b>
<i>April 15</i>	A	Candidate may submit first draft of CV to initiator and Associate Dean for feedback and suggestions
<i>April 15</i>	J	Candidate, tenured members, and initiator begin consultations concerning prospective external evaluators
<i>April 24 - April 30</i>	F	ARP facilitates agreement between initiator and student committee chair on final version of all additional questions
<b>MAY</b>		
<i>May 1</i>	A	Candidate may submit second draft of CV to initiator and Associate Dean for feedback and suggestions
<i>May 15 - June 1</i>	J	Initiator consults with candidate and tenured members to prepare ordered list of prospective external evaluators
<i>May 15 - June 15</i>	E	Candidate provides initiator with names of St. Olaf colleagues from outside the candidate's department to be invited to contribute letters to dossier
<i>May 15 - June 15</i>	K	Candidate provides initiator with names of alumni to be invited to contribute letters to dossier

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<b>JUNE</b>		
<i>June 1</i>	J	Initiator submits ordered list of prospective external evaluators to the Office of the Dean, including contact information and rationale for each
<i>June 1 - September 30</i>	B	Candidate may consult with initiator concerning possible content and direction of Personal Statement
<i>June 15</i>	A/J/O	Initiator submits six copies of candidate's CV, portfolio of professional materials, and department Statement on Significant Professional Activities, to the Office of the Dean
<i>June 15</i>	L	Candidate's administrative supervisor sends names of peer reviewers of administrative work to initiator
<i>June 15 - September 15</i>	L	Initiator solicits letters from peer reviewers of administrative work
<i>June 15 - September 15</i>	E	Initiator solicits letters from St. Olaf colleagues outside the department
<i>June 15 - September 15</i>	K	Initiator solicits letters from alumni
<i>June 15 - September 15</i>	C/D	Initiator solicits letters from, and sends ballots to, tenured members of the department
<i>June 15 - September 15</i>	M	Initiator solicits opinions of full-time, non-tenured members of the department who have completed at least two years of service at the College
<b>SEPTEMBER</b>		
<i>September 1</i>	A	Candidate provides updated CV to initiator to accompany initiator's requests for letters from tenured members, St. Olaf colleagues outside the department, alumni, and peer reviewers of administrative work
<i>September 15</i>	L	Initiator completes solicitation of letters from tenured members, St. Olaf colleagues outside the department, alumni, and peer reviewers of administrative work
<b>OCTOBER</b>		
<i>October 15</i>	B	Candidate may provide a draft of Personal Statement for review by initiator, Associate Dean and others chosen by candidate
<i>October 15</i>	K	Initiator reminds alumni to complete letters, if necessary
<i>Mid-October</i>	F/G	ARP provides to initiator, after 60% of student evaluations have been returned: Original completed evaluation forms Sampling information and aggregate profile of respondents ARP quantitative summary of student evaluation results
<i>Mid-October</i>	H	ARP provides completed student evaluation forms to initiator and student committee chair
<i>Mid-Oct and thereafter</i>	H	ARP sends student committee narrative summary to initiator
<i>Mid-Oct and thereafter</i>	F	ARP sends student evaluation forms received after summaries have been completed to initiator

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<b>NOVEMBER</b>		
<i>November 1</i>	E	Letters from St. Olaf colleagues outside the department due to initiator
<i>November 1</i>	K	Letters from alumni due to initiator
<i>November 1</i>	L	Letters from peer reviewers of administrative work due to initiator
<i>November 1</i>	M	Opinions of full-time, non-tenured members due to initiator
<i>November 15</i>	B	Candidate's Personal Statement due to initiator
<i>November 15</i>	C/D	Letters and ballots from tenured members of the department due to initiator
<i>November 15</i>	I	Letters/forms from peer reviewers of teaching due to initiator
<i>November 15</i>	Q	Initiator places Department Chairs' letters referencing joint statement in dossier (joint appointments only)
<i>November 15</i>	O	Initiator ensures appropriate version of department Statement on Significant Professional Activities is included in dossier
<i>November 15 - 21</i>	M	Initiator reads dossier contents and prepares recommendation and summary
<i>November 22</i>	M	Initiator provides dossier and Initiator's recommendation and dossier summary to Associate Dean
<b>DECEMBER - JANUARY</b>		
<i>December 1</i>		Completed dossier due in office of Dean of the College
<i>December - January</i>		Tenure and Promotion Committee reviews dossier; meets with Dean of the College, Associate Dean, initiator, and candidate; and prepares recommendation to the Dean
<b>FEBRUARY - MARCH</b>		
<i><b>Exact dates for each activity determined by the date of the spring meeting of the Board of Regents</b></i>		Decision-making and notification: Tenure and Promotion Committee sends recommendations to the Dean of the College Dean of the College notifies initiator and Associate Dean of Tenure and Promotion Committee's recommendation and Dean's recommendation Dean sends Tenure and Promotion Committee's recommendations, together with his or her own recommendations, to the President President considers promotion recommendations and makes decisions Board of Regents considers tenure recommendations and makes decisions at spring meeting Dean of the College discusses Tenure and Promotion Committee's assessment with candidate Dean of the College announces names of faculty members receiving tenure and/or promotion (normally, within one week of the Board's spring meeting)