

INFORMATION FOR TENURE AND PROMOTION REVIEWS AY2020-21

Tenure and promotion files are due in hardcopy and electronically to the Dean of Faculty's office on the second Wednesday of block 4, December 2, 2020.

The following dates are *guidelines*. Please work backwards from the date that the file is due in the Dean of Faculty's office. These dates have been adjusted to account for the addition of Block 1 and 2 into the tenure and promotion review (to replace online blocks 7 and 8).

Please consult the **Preamble and Timelines** document for details about the adjustments made to take into account the COVID-19 disruptions to teaching, scholarship and service activities.

Spring 2020 meeting with the Dean: The Dean of Faculty meets with directors, chairs, candidates and administrative assistants to discuss key internal dates and process of compiling file. *This will happen virtually as scheduled.*

May- July: Chair or director meets with candidate to confirm deadlines. To plan, work back from the **Wednesday December 2, 2020** file due date; deadlines should leave enough time for department colleagues to read the file and submit their letters, and for the chair or director to have sufficient time to **write and proofread their letter!**

- Files must contain letters from **FOUR** external reviewers of scholarship or creative work, **three of whom must hold a higher rank than that of the candidate.** The candidate chooses two reviewers, identifies back-up reviewers and describes his/her professional relationship to the two reviewers and back up reviewers. Dissertation advisors cannot be considered as external reviewers
- Chair or director works with the Dean of Faculty to choose two reviewers and back-ups.
- Chair or director contacts **four preferred reviewers** as soon as possible; ensures commitments from four reviewers no later than August 7; and offers \$300 as honorarium to be provided only after review letter is submitted. Please inform the reviewers that their identities are to remain confidential, before, during, and after the review.
- Candidate selects the materials chair or director will send out for review (a sample of 3-5 pieces that includes peer-reviewed publications, and may include work accepted, under review, or in progress).
- Chair or director sends packet of materials (curriculum vitae (CV), abbreviated research statement, Colorado College college-wide and department

expectations, sample of work) no later than **August 14**. Deadline for reviewers' letter should be no later than **September 11, 2020**.

- Chair or director has arranged colleague visits to candidate's classes that occur within ten of candidate's *teaching* blocks before submission of file (may include teaching blocks in fall semester as long as reports are submitted by **October 12, Monday** of week 4, Block 2.) Please note: if a faculty member submits a report on a class visit, they may still write a separate letter for the file as a departmental or non-departmental colleague; these are two separate documents.

July - August: Administrative Assistant requests Cognos list and email addresses of students, alumni and advisees, taught and/or advised since the preparation of the third-year review file. Send standard request for letters (sample on Office of the Dean of Faculty website) to students and advisees no later than **July 27**. Set first deadline for response no later than **August 17**. If needed, make a second call with a deadline of **August 31**, and a third call with a deadline of **September 14**. Attempt to get at least 20 letters, plus letters from advisees.

*NOTE from FEC Personnel Committee: We recommend that students who had both in-person and online classes are not explicitly asked to exclude the online version. Their evaluations will be placed in the context of the disruption. We feel that explicitly asking students not to write about the online class may prevent the inclusion of positive student comments.

Candidate submits information to chair or director:

- a) List of students who do not appear on course lists, but have had a working relationship with candidate. These letters are placed with advisee letters.
- b) List of colleagues from whom chair or director should request letters.
- c) List of courses taught since the preparation of the third-year review file, so chair or director can review and summarize course evaluations.

September 21 (Block 2, 1st Monday) –November 30, 2020

Chair or director makes sure all materials have been requested and external reviewers have submitted their letters. Informs tenured department colleagues of when file will be available and when their letters will be due. Informs untenured colleagues that they do not see the file, but may write a letter. The following dates are *guidelines*:

1) No later than September 11: Letters received from **four external reviewers** of scholarship (already solicited in summer; this deadline allows time to find a replacement if needed).

2) No later than October 16: **Candidate's curriculum vitae and statements** on teaching, scholarship and service, samples of scholarly work and supplemental materials. Samples

of scholarship should include materials sent to external reviewers, but may also include other articles or work in progress candidate chooses to make available. Materials that are difficult to place on CANVAS such as books, videos, photos, and recordings, can be stored in the dean's office and will be made available to file reviewers.

3) No later than October 26: All letters received from **former and current students**; before then, keep track of (or ask administrative assistant to track) students who reply; create modified list of students who should receive reminders and new due dates between September 2 and September 16. If you use surveys, please check font size and format, and make sure reviewers can easily read letters/responses.

4) No later than October 26: Reports from **3 tenured colleagues** (at least one of whom is outside the candidate's department) regarding **class visits** that occurred in candidate's ten teaching blocks prior to due date for reports.

5) No later than October 26: Letters from **non-departmental faculty** and other members of **CC community** or professional community (including those who received special requests from chair or director and those who responded to Divisional Executive Committee's call in the fall).

6) No later than November 7: Letters from **tenured departmental colleagues** who DO NOT see director or *chair's summary of course evaluations, director or chair's letter, letters from departmental colleagues and other faculty, or letters from the campus or professional communities*. When preparing file for departmental review, please remove all letters except for those from external reviewers, students and advisees. Do not post the letters on CANVAS at this time. Please note: tenured colleagues DO see the three class visit reports. Please note we proposed to move this deadline so that the file should be available to tenured departmental colleagues no later than **October 30. Letters are confidential. At no time can letters, portions of letters, or redacted letters be shared with the candidate. At no time can colleague letters be shared with anyone other than the review committees and administrators who read the file.**

7) No later than November 2: Letters submitted from **untenured departmental colleagues** who do not see file. Untenured colleagues may see candidate's curriculum vitae (CV) and/or statements if candidate chooses to provide this information or permits chair of file to share them.

8) No later than November 30: **director or chair's letter** of evaluation; includes his or her recommendation and summary of department's recommendation; description and interpretation of students' letters, candidate's scholarship and service to the department, college and profession; interpretation and explanation of colleagues' and campus or professional community members' letters.

*NOTE that we have changed the HARD DEADLINE due date from the Friday before the Thanksgiving break (11/16) to the Wednesday after the Thanksgiving break (12/2), but we recommend that directors or chairs shoot for the Monday after Thanksgiving Break (11/30) as the provisional deadline so that the administrative assistants have time to upload the files to CANVAS.

9) No later than November 30: **Director or chair's summary of candidate's qualitative course evaluations.** The chairs and directors will not have access to the ACCEs from Blocks 7 and 8, Spring 2020. Please note that this summary is *separate from director or chair's letter* and course evaluations are not included in file.

10) No later than November 30: **Statement of departmental standards** for scholarship is added to the file.

11) No later than November 30: **Director or chair's description of external reviewers'** titles, departments or institutional affiliations, fields of expertise, and whether reviewer was chosen by the candidate or by the chair in consultation with the Dean of Faculty.

12) No later than November 30: **Director or chair's description of review process** and procedures beginning with Dean's meeting in Spring 2019 and including dates by which letters in file were solicited, of multiple attempts (if necessary) to gather students' and colleagues' letters, and process of selecting external reviewers. Include copies of letters to students, colleagues, community members and external reviewers.

Between November 27-30: We recommend that the director or chair proofreads their letter and make sure file is complete. Insert departmental, non-departmental, and community letters into file. See "**Binder Tabs**" document for guidance on components and organization of file.

December 2 (Block 4, 2nd Wednesday): COMPLETE FILE (in binder) DUE to Dean of Faculty's Office. File contents MUST be on CANVAS by this date. Jennifer Golightly can assist administrative assistants with placing materials on CANVAS. *No materials may be added after this date.*

*Again, please note that we have changed the HARD DEADLINE due date from the Friday before the Thanksgiving break (11/16) to the Wednesday after the Thanksgiving break (12/2), but we recommend that directors or chairs shoot for the Monday after Thanksgiving Break (11/30) as the provisional deadline so that the administrative assistants have time to upload the files to CANVAS.