

Tenure and Promotion Review Process
Calendar for Dossier Preparation

Recommended dates	Individual(s)	Faculty Manual section	Actions
January – February	Initiator, candidate	4.VII.B	Initiator confers with prospective candidate. In cases of promotion and early tenure, prospective candidate provides current CV to initiator and, if necessary, identifies preferred version of department Statement on Significant Scholarly/Artistic Work
January – February	Initiator, tenured members	4.VII.B	In cases of promotion and early tenure, initiator meets with tenured members of the department who possess a rank equal to or greater than the rank for which the prospective candidate would be considered
March 1	Initiator	4.VII.C	Initiator sends written notification of candidate's name to the Dean of the College
Early March	Candidate	4.VII.E.5, 11	Candidate provides department Initiator with portfolio of instructional materials for review by tenured members and peer reviewers of teaching
Early March	Candidate	4.VII.E.5	Candidate selects tenured member of the department to serve as peer reviewer of teaching
Early March	Initiator, tenured members	4.VII.E.5	Initiator consults tenured members to select additional tenured member of the department to serve as peer reviewer of teaching
Early March	Initiator, candidate, tenured members	4.VII.E.5	Initiator, candidate, and tenured members confer to select a third tenured member of the St. Olaf faculty to serve as peer reviewer of teaching; third reviewer may be a member of the candidate's department or a member of another department
Early March	Initiator	4.VII.E.5	Initiator contacts prospective peer reviewers of teaching and secures their agreement to participate
Mid-March – late April	Peer reviewers	4.VII.E.5	Peer reviewers of teaching can interview candidate, review instructional materials, and observe instruction <i>(particularly if a course is only offered in the spring)</i>
Mid-March – early April	Initiator, candidate, tenured members, IE&A	4.VII.E.6	Initiator, candidate, and tenured members select student committee and prepare questions for student review of teaching questionnaire. *Candidate identifies one member of student committee *Tenured members identify two members of student committee, one of whom should not have worked with the candidate *Initiator secures agreement from all identified students to serve and from one of the students to serve as chair *Initiator, candidate and tenured members develop one additional question (if any) for student review of teaching questionnaire *Initiator notifies IE&A of the names of the student committee members and the department's additional question (if any) *IE&A convenes student committee to review department question and prepare one of their own (if any) *IE&A facilitates agreement between department and student committee on final wording of any additional questions

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Late April	Initiator, candidate, tenured members	4.VII.E.8	Initiator, candidate, and tenured members begin consultations to identify potential external reviewers to recommend to the Dean of the College. Candidate begins compiling portfolio of professional materials for the Dean of the College to send to external reviewers.
May 1	Initiator, Dean of the College	4.VII.E.8	Initiator submits ordered list (3 - 5) of potential external reviewers to the Office of the Dean, including complete contact information (full name, email address, mailing address, telephone) and rationale for each reviewer. At least one should be an individual with whom the candidate has had no prior relationship. The Dean of the College solicits the external reviews and provides them to the initiator on the shared drive as they are received. <i>(preferably 4-8 potential external reviewers)</i>
Early May	Candidate	4.VII.E.3	Candidate updates CV for external reviewers and St. Olaf colleagues submitting statements for the dossier
Early May	Candidate, admin supervisor	4.VII.E.10	If applicable, candidate confers with administrative supervisor to identify up to 3 constituents of the candidate's administrative unit to serve as reviewers. Administrative supervisor sends constituent reviewers' names to initiator.
Mid-May	Initiator, candidate, IE&A	4.VII.E.6	Initiator and candidate collaborate to submit sampling request form to IE&A, enabling IE&A to select the sample of students and alumni for the student review of teaching process, which commences in the summer.
Mid-May	Dean of the College	4.VII.E.2	Dean of the College provides dossier folder on the shared drive and places an electronic copy of any letters of guidance from previous reviews in the dossier.
May 15	Initiator	4.VII.E.8	Initiator submits electronic copies of candidate's CV and the department Statement on Significant Scholarly/Artistic Work (OR the scholarly/artistic work section of the Joint Statement of Expectations), and electronic copies of the candidate's portfolio of professional work, to the Dean of the College. <i>(This is important to have ready so it can be sent to the external reviewers as soon as they agree to participate in the review)</i>
Mid-June – mid-Sept	Initiator	4.VII.E.9	Initiator solicits statements from St. Olaf colleagues outside the department
Mid-June – mid-Sept	Initiator	4.VII.E.10	If applicable, initiator solicits statements from peer and constituent reviewers of administrative work
Mid-June – mid-Sept	Initiator	4.VII.E.11	Initiator solicits statements of recommendation and rationale from tenured members of the department
Mid-June – mid-Oct	Candidate, initiator	4.VII.E.4	Candidate may consult with initiator concerning possible content and direction of Professional Statement
Early Sept	Candidate	4VII.E.5, 11	Candidate provides departmental Initiator with updates to portfolio of instructional materials for review by peer reviewers of teaching and tenured members

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Mid-Sept	Initiator	4.VII.E.9, 10, 11	Initiator completes solicitation of statements from St. Olaf colleagues outside the department, reviewers of administrative work (if applicable), and tenured members of the department
Mid-Sept – early Nov	Initiator, non-tenured members	4.VII.E.12	Initiator solicits opinions of full-time, non-tenured members of the department who have completed at least two prior years of full-time service at the College (during the candidate's yrs. of service), for reference in initiator's statement of recommendation and rationale
Early Oct – early Nov	Peer reviewers	4.VII.E.5	Peer reviewers of teaching interview candidate, review instructional materials, and observe instruction
Early Oct - before fall break	Candidate, initiator, Associate Dean	4.VII.E.4	Candidate may provide a draft of professional statement for review by initiator, Associate Dean, and others chosen by candidate
October 15	Candidate	4.VII.E.4	Candidate's professional statement due to initiator and made available to tenured members
Mid-Oct	IE&A	4.VII.E.6	After 60% of student reviews of teaching have been returned, IE&A provides to initiator, and initiator makes available to tenured members: *Individually-completed student review questionnaires *Sampling information and aggregate profile of respondents *Quantitative summary of student review results
Late Oct	IE&A	4.VII.E.6	IE&A provides to the initiator: *Any individually-completed questionnaires received after the deadline (these are made available to the tenured members) *Student committee qualitative summary of student review results (this is <i>not</i> made available to the tenured members)
Nov 1	Colleagues outside department	4.VII.E.9	Statements from St. Olaf colleagues outside the department due to initiator
Nov 1	Administrative supervisor, constituents, & peer	4.VII.E.10	If applicable, reviews of administrative work from supervisor, constituents and administrative peer due to initiator
Nov 15	Peer reviewers	4.VII.E.5	Peer reviews of teaching due to initiator

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Nov 15	Dean of the College	4.VII.E.8	Any external reviews of scholarly/artistic work received after the requested deadline are provided to initiator
Nov 15	Tenured members	4.VII.E.11	Statements of recommendation and rationale from tenured members of the department due to initiator
Nov 15	Initiator	4.VII.E.1-11	Initiator compiles all evidence in dossier: *Department Statement on Significant Scholarly/Artistic Work OR Joint Statement of Expectations (for joint appointments) *Letters of guidance from the candidate's previous comprehensive reappointment reviews *Candidate's CV *Candidate's professional statement *Peer reviews of teaching (3) *Individually-completed student review of teaching questionnaires *IE&A description of sample *IE&A quantitative summary of student review results *Student committee qualitative summary of student review results *External reviews of scholarly/artistic work (2-4) *Statements from St. Olaf colleagues outside the department (3) *Reviews of the candidate's administrative work (if applicable) by supervisor, constituents (1-3), and administrative peer *Statements of recommendation and rationale by tenured members of the department *If applicable, initiator's explanation of conflict of interest for any tenured member who does not provide a statement
Nov 15 – 21	Initiator	4.VII.E.12	Initiator prepares statement of recommendation and rationale and adds statement to dossier
Nov 22	Initiator	4.VII.G	Initiator provides completed dossier to Associate Dean <i>(FM states "on or before Dec. 1" but our preference is Nov. 22)</i>
Late Nov	Associate Dean	4.VII.G	Associate Dean prepares statement of recommendation and rationale
Dec 1	Associate Dean	4.VII.G	Completed dossier and Associate Dean's statement due to the Dean of the College