

# COLLEGE of CHARLESTON

## 2017-2018 Faculty Evaluation Calendar

- April** Provost provides to academic deans, Dean of Libraries, and department chairs a list of faculty members in the respective departments who are in the penultimate year for tenure consideration.
- April** Meeting held with potential candidates, panel and/or department chairs, and deans.
- Aug 15\*** Chairs confirm list of candidates for tenure, promotion, third-year, and Senior Instructor renewal review with appropriate Dean and Office of the Provost. Any faculty member seeking to undergo early review should request permission well in advance of this date.
- June-Aug** Panel chairs initiate formation of department evaluation panel(s); panel chairs solicit Recent Graduate Surveys, external reviews of research (if used by departments) and extra-departmental colleague letters.
- Sept 15\*\*** Candidates complete packets.\*\*
- Oct 1** Evaluation Panel Chairs assure that all evaluation data have been collected and begin convening panels.
- Oct** Departmental evaluation panels complete deliberations on tenure and promotion cases. Additional documentation may not be added to the candidate's packet after the department evaluation panel concludes its deliberations, and in no case may any information be added after November 1 for tenure and promotion cases. The only exceptions are as outlined in the FAM and the joint memo from the Provost and Advisory Committee.
- Nov 1\*** Evaluation Panel Chairs present results of their panel deliberations for tenure and promotion candidates and ensure that all materials/packets are accessible by the appropriate Dean(s).
- Dec 1\*** Appropriate Dean provides his/her recommendation in all tenure and promotion reviews to the Provost and forwards any hard copy materials to a designated room for review by the Advisory Committee and the Provost. Office of the Provost ensures that Provost and appropriate Advisory Committee members have access to designated online packets.
- By Jan 15** Departmental evaluation panels complete deliberations on third-year review cases. Additional documentation may not be added to the candidate's packet after the departmental evaluation panel concludes its deliberations, and in no case may any information be added after January 15 for third-year review cases. The only exceptions are as outlined in the FAM and the joint memo from the Provost and Advisory Committee.
- Jan 15\*** Evaluation panel chairs present results of their panel deliberations for third-year review cases and ensure that all materials/packets are accessible by the appropriate Dean(s).
- Jan 15-31** Deans interview each third-year review candidate.
- Feb 1\*** Deans provide their recommendations on third-year reviews to the Provost.
- Dec-Feb** The Advisory Committee and the Provost review all tenure and promotion recommendations. When requested or when stipulated by the FAM, the Advisory Committee will also consider third-year review cases.
- Feb 25** The Advisory Committee makes its tenure and promotion recommendations and third-year evaluation recommendations to the President and notifies each candidate in writing of the recommendation.
- March 1** The Provost makes tenure and promotion recommendations and third-year evaluation recommendations to the President. All pertinent evaluation materials are sent to the President.
- March 15** The Provost notifies each candidate in writing of his/her recommendation.
- March 15\*** President informs each candidate of the final presidential decision.  
**Or within two weeks of receipt of the recommendation**

\*\*The candidate packet deadline has been moved to Friday, September 22 for the 2017-18 review year due to Hurricane Irma.

\* Dates marked with an asterisk are required deadlines as delineated in the Faculty/Administration Manual.

Note: When any date falls on a weekend, the deadline will be the next business day after that date.