

Henderson Community College

Faculty Promotion/Review Calendar (includes Performance Review Calendar), 2017-2018

NOTE: Faculty up for promotion follow all deadlines.

Faculty who are having portfolios reviewed by the Committee only:

- follow regular PPE calendar and include only first part of PPE (not outcomes or rating for 2017-2018) in their portfolio when submitted for review.
- do not request letters of recommendation.

Date	Action
By May 31, 2017	Invitations issued to 2017-2018 candidates for promotion and for portfolio review
September, 2017	Promotion workshop offered
October 1, 2017	List of names of candidates for promotion 2017-2018 due to the Chancellor's Office
November 13-17, 2017 (Tentative)	Learner evaluation of instruction for all faculty
By December 5, 2017	Faculty up for promotion submit their list to the President's Office of those they wish to submit letters of recommendation (tenured division faculty are already required to submit a letter and will not need to be listed)
January 9, 2018	All faculty promotion candidates must have their performance review materials on file with division chair
January 10 – February 8, 2018	Annual Performance Review rating conference between the Division Chairperson/Supervisor, Chief Academic Officer, and College President (faculty up for promotion only; those up for review follow regular faculty performance review calendar)
January 9, 2018	An abbreviated promotion notebook is ready for colleagues to review (promotion candidates only)
January 9, 2018	President requests letters of recommendation from faculty and any external individuals requested by promotion candidates
February 3, 2018	Review completed by College and faculty members informed of the results
February 8, 2018	All faculty promotion and review portfolios must be in the President's Office as complete
February 8, 2018	All letters of recommendation for promotion candidates must be received by the President's Office
February 13, 2018	Portfolios are made available to the Promotion and Tenure Advisory Committee for review
By March 1, 2018	Promotion and Tenure Advisory Committee has signed recommendations finalized for the President, includes recommendations for review-only portfolios
March 12, 2018	Recommendations due from Presidents regarding promotions in rank for Associate Professor/Librarian II and Professor/Librarian II to Chancellor's Office
March 16, 2018	Materials concerning promotion in rank due in SharePoint site.
March 31, 2018	Deadline for individual faculty performance rating appeals to President
2 nd Week in April	The KCTCS Senate Advisory Committee on Promotion meets (with the exception of Assistant Professor candidates)
May 1, 2018	Individuals being promoted locally to Assistant Professor/Librarian III and term contract faculty (all ranks) notified and copy of letter sent to Chancellor's Office
May 1, 2018	Performance/rating appeals to College President complete
May 15, 2018	Deadline for faculty performance/rating appeals to the Chancellor
May 31, 2018	Appeals for faculty performance/rating to the Chancellor processed
Promotion Appeals	Once written notice of a promotion disapproval is received, a faculty member has 30 working days to appeal the decision