

## Henderson Community College

### Faculty Promotion/Review Calendar (includes Performance Review Calendar), 2016-2017

**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 2016-2017) in their portfolio when submitted for review.
- do not request letters of recommendation.

| <b>Date</b>                         | <b>Action</b>   |
|-------------------------------------|---|
| By May 31, 2016                     | Invitations issued to 2016-2017 candidates for promotion and for portfolio review   |
| September, 2016                     | Promotion workshop offered  |
| October 1, 2016                     | List of names of candidates for promotion 2016-2017 due to the Chancellor's Office  |
| November 14-18, 2016<br>(Tentative) | Learner evaluation of instruction for all faculty   |
| By December 5, 2016                 | 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, 2017                     | All faculty promotion candidates must have their performance review materials on file with division chair   |
| January 9 –<br>January 20, 2017     | Annual Performance Review rating conference between the Division Chairperson/Supervisor, Academic Dean, and College President (faculty up for promotion only; those up for review follow regular faculty performance review calendar) |
| January 9, 2017                     | An abbreviated promotion notebook is ready for colleagues to review (promotion candidates only)   |
| January 9, 2017                     | President requests letters of recommendation from faculty and any external individuals requested by promotion candidates  |
| February 3, 2017                    | Review completed by College and faculty members informed of the results   |
| February 8, 2017                    | All faculty promotion and review portfolios must be in the President's Office as complete   |
| February 8, 2017                    | All letters of recommendation for promotion candidates must be received by the President's Office   |
| February 13, 2017                   | Portfolios are made available to the Promotion and Tenure Advisory Committee for review   |
| By March 4, 2016                    | Promotion and Tenure Advisory Committee has signed recommendations finalized for the President, includes recommendations for review-only portfolios   |
| March 13, 2017                      | Recommendations due from Presidents regarding promotions in rank for Associate Professor/Librarian II and Professor/Librarian II to Chancellor's Office   |
| March 17, 2017                      | Materials concerning promotion in rank due in SharePoint site.  |
| March 31, 2016                      | Deadline for individual faculty performance rating appeals to President   |
| 2 <sup>nd</sup> Week in April       | The KCTCS Senate Advisory Committee on Promotion meets (with the exception of Assistant Professor candidates)   |
| May 1, 2017                         | 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, 2017                         | Performance/rating appeals to College President complete  |
| May 16, 2017                        | Deadline for faculty performance/rating appeals to the Chancellor   |
| May 31, 2017                        | 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   |