

SUMMARY OF FACULTY EVALUATION DEADLINES 2018-2019 Fall 2018

Previous to fall semester

- For **tenure/promotion** – prior spring, evaluatee and program director prepare ext. eval. lists with rationales; director meets with dean
- For **tenure/promotion** – all materials for evaluation file and e-copies submitted to the Dean by **July 15 Monday, July 16**
- For **tenure/promotion** – one class visit should take place previous semester (a second class visit will occur during this fall of evaluation year)
- For **pretenure** and **non-tenure-track CEC evaluations**– all materials to the Dean by **August 15**
- For **pretenure** and **non-tenure-track CEC evaluations**– two class visits take place previous semester for candidates, due 13th Wed. of spring semester

Early in the fall semester

- By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies
- By third week of semester, Dean meets with all DEs, FERC, CEC and Student EPC to review process

| On/by this day | Tenure/Promotion Evaluation | Pretenure Evaluation/Non-tenure-track Renewal/Conversion |
|---|---|--|
| Third Wednesday September 19 | | <ul style="list-style-type: none"> • Letters from community to Dean |
| Fourth Wednesday September 26 | <ul style="list-style-type: none"> • Class visits arranged | <ul style="list-style-type: none"> • Class visits set for S19 evaluatees • EPC report due to file |
| Fifth Wednesday October 3 | | <ul style="list-style-type: none"> • DEs meet with evaluatee • DEs create draft report for Chair review for 6th Wed. discussion |
| Sixth Wednesday October 10 | | <ul style="list-style-type: none"> • Divisional discussions and votes • DEs create draft report for Chair review for 7th Wed. discussion |
| Seventh Wednesday October 17 | | <ul style="list-style-type: none"> • Divisional discussions and votes • DEs create draft report for Chair review for 8th Wed. discussion |
| Eighth Wednesday October 24 | | <ul style="list-style-type: none"> • Divisional discussions and votes |
| Ninth Monday October 29 | <ul style="list-style-type: none"> • External evaluators secured | <ul style="list-style-type: none"> • Revised report to evaluatee and divisional chair |
| Tenth Monday November 5 | | <ul style="list-style-type: none"> • Evaluatee and chair response due • Dean submits DE report and responses to FERC, CEC and file |
| Thirteenth Wednesday November 28 | <ul style="list-style-type: none"> • Class visit reports for S19 due to dean's office • Written testimony from campus community to Dean • EPC report to file | <ul style="list-style-type: none"> • Class Visit reports for S18 due to dean's office • FERC and CEC forward cases to President |
| Fourteenth Wednesday December 5 | | <ul style="list-style-type: none"> • Evaluatee and chair respond |
| Fifteenth Wednesday December 12 | | <ul style="list-style-type: none"> • FERC and CEC meet with President |
| Sixteenth Wednesday December 19 | | <ul style="list-style-type: none"> • President makes decision • Evaluatee has 14 days to respond |

SUMMARY OF FACULTY EVALUATION DEADLINES 2018-2019 Spring 2019

| Early in spring semester | By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies | |
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| On/by this day | Tenure/Promotion Evaluation | Non-tenure-track Renewal/Conversion |
| January 15 | <ul style="list-style-type: none"> External evaluator reports due two Weds. prior to semester | <ul style="list-style-type: none"> All materials from evaluatee due by January 15 |
| Second Wednesday February 6 | <ul style="list-style-type: none"> DEs meet with evaluatee DEs create draft report for Chair review for 3rd Wed. discussion | |
| Third Wednesday February 13 | <ul style="list-style-type: none"> Division discussions and votes DEs create draft report for Chair review for 4th Wed. discussion | <ul style="list-style-type: none"> Written testimony from community due |
| Fourth Wednesday February 20 | <ul style="list-style-type: none"> Division discussions and votes DEs create draft report for Chair review for 5th Wed. discussion | <ul style="list-style-type: none"> Division discussions and votes DEs create draft report for Chair review for 5th Wed. discussion Class visits set for F18 evaluatees EPC report due in file |
| Fifth Wednesday February 27 | <ul style="list-style-type: none"> Divisional discussions and votes DEs create draft report for Chair review for 6th Wed. discussion | <ul style="list-style-type: none"> DEs create draft report for Chair review for 6th Wed. discussion |
| Sixth Wednesday March 6 | <ul style="list-style-type: none"> Divisional discussions and votes | <ul style="list-style-type: none"> Divisional discussions and votes |
| Seventh Monday March 11 | <ul style="list-style-type: none"> Revised report to evaluatee and division chair | <ul style="list-style-type: none"> Revised report to evaluatee and division chair |
| Eighth Monday March 18 | <ul style="list-style-type: none"> Evaluatee and chair responses due DE report and responses to FERC and file | <ul style="list-style-type: none"> Evaluatee and chair responses due DE report and responses to CEC and file |
| Thirteenth Wednesday April 24 | <ul style="list-style-type: none"> FERC forwards case to President | <ul style="list-style-type: none"> CEC forwards case to President Class visit reports to dean's office for F19 evaluatees |
| Fourteenth Wednesday May 1 | <ul style="list-style-type: none"> Evaluatee, DEs and chair respond | <ul style="list-style-type: none"> Evaluatee, DEs and chair respond |
| Sixteenth Wednesday May 15 | <ul style="list-style-type: none"> FERC meets with President | <ul style="list-style-type: none"> CEC meets with President |
| June 15-30 | <ul style="list-style-type: none"> President makes decision Evaluatee has 14 days to respond | <ul style="list-style-type: none"> President makes decision Evaluatee has 14 days to respond |