

## SUMMARY OF FACULTY EVALUATION DEADLINES 2019-2020

### Fall 2019

<u>Previous to fall semester</u>		
<ul style="list-style-type: none"> <li>For <b>tenure/promotion</b> - prior spring, evaluatee and program director prepare ext. eval. lists with rationales; director meets with dean</li> <li>For <b>tenure/promotion</b> - all materials for evaluation file and e-copies submitted to the Dean by <b>Monday, July 15</b></li> <li>For <b>tenure/promotion</b> - one class visit should take place previous semester (a second class visit will occur during this fall of evaluation year)</li> <li>For <b>pretenure and non-tenure-track CEC evaluations</b>- all materials to the Dean by <b>Thursday, August 15</b></li> <li>For <b>pretenure and non-tenure-track CEC evaluations</b>- two class visits take place previous semester for candidates, due 13th Wed. of spring semester</li> </ul>		
<u>Early in the fall semester</u>		
<ul style="list-style-type: none"> <li>By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies</li> <li>By third week of semester, Dean meets with all DEs, FERC, CEC and Student EPC to review process</li> </ul>		
On/by this day	Tenure/Promotion Evaluation	Pretenure Evaluation/Non-tenure-track Renewal/Conversion
Third Wednesday <i>September 18</i>		<ul style="list-style-type: none"> <li>Letters from community to Dean</li> </ul>
Fourth Wednesday <i>September 25</i>	<ul style="list-style-type: none"> <li>Class visits arranged</li> </ul>	<ul style="list-style-type: none"> <li>Class visits set for S20 evaluatees</li> <li>EPC report due to file (<i>for pretenure only</i>)</li> </ul>
Fifth Wednesday <i>October 2</i>		<ul style="list-style-type: none"> <li>DEs meet with evaluatee</li> <li>DEs create draft report for Chair review for 6th Wed. discussion</li> </ul>
Sixth Wednesday <i>October 9</i>		<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> <li>DEs create draft report for Chair review for 7th Wed. discussion</li> </ul>
Seventh Wednesday <i>October 16</i>		<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> <li>DEs create draft report for Chair review for 8th Wed. discussion</li> </ul>
Eighth Wednesday <i>October 23</i>		<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> </ul>
Ninth Monday <i>October 28</i>	<ul style="list-style-type: none"> <li>External evaluators secured</li> </ul>	<ul style="list-style-type: none"> <li>Revised DE report to divisional chair for final review</li> </ul>
Tenth Monday <i>November 4</i>		<ul style="list-style-type: none"> <li>Final DE report due to the Dean's Office for distribution</li> </ul>
Eleventh Monday <i>November 11</i>		<ul style="list-style-type: none"> <li>Evaluatee and chair response due</li> </ul>
Thirteenth Wednesday <i>November 27</i>	<ul style="list-style-type: none"> <li>Class visit reports for S20 due to dean's office</li> <li>Written testimony from campus community to Dean</li> <li>EPC report due to file</li> </ul>	<ul style="list-style-type: none"> <li>Class Visit reports for S20 due to dean's office</li> <li>FERC and CEC forward cases to President</li> </ul>
Fourteenth Wednesday <i>December 4</i>		<ul style="list-style-type: none"> <li>Evaluatee and chair respond</li> </ul>
Fifteenth Wednesday <i>December 11</i>		<ul style="list-style-type: none"> <li>FERC and CEC meet with President</li> </ul>
Sixteenth Wednesday <i>December 18</i>		<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>

\*starting from receipt of report after divisional discussions and vote, evaluatee and chair have one week to respond.

## SUMMARY OF FACULTY EVALUATION DEADLINES 2019-2020

### Spring 2020

On/by this day	Tenure/Promotion Evaluation	Non-tenure-track Renewal/Conversion
Early in spring semester	By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies	
<b>January 15</b>	<ul style="list-style-type: none"> <li>External evaluator reports due two Weds. prior to semester</li> </ul>	<ul style="list-style-type: none"> <li>All materials from evaluatee due by <b>January 15</b></li> </ul>
<b>Second Wednesday February 5</b>	<ul style="list-style-type: none"> <li>DEs meet with evaluatee</li> <li>DEs create draft report for Chair review for 3<sup>rd</sup> Wed. discussion</li> </ul>	
<b>Third Wednesday February 12</b>	<ul style="list-style-type: none"> <li>Division discussions and votes*</li> <li>DEs create draft report for Chair review for 4<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>Written testimony from community due</li> </ul>
<b>Fourth Wednesday February 19</b>	<ul style="list-style-type: none"> <li>Division discussions and votes*</li> <li>DEs create draft report for Chair review for 5<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>Division discussions and votes*</li> <li>DEs create draft report for Chair review for 5<sup>th</sup> Wed. discussion</li> <li>Class visits set for F20 evaluatees</li> </ul>
<b>Fifth Wednesday February 26</b>	<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> <li>DEs create draft report for Chair review for 6<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>DEs create draft report for Chair review for 6<sup>th</sup> Wed. discussion</li> </ul>
<b>Sixth Wednesday March 4</b>	<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> </ul>	<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> </ul>
<b>Seventh Monday March 9</b>	<ul style="list-style-type: none"> <li>Revised DE report to divisional chair for final review</li> </ul>	<ul style="list-style-type: none"> <li>Revised DE report to divisional chair for final review</li> </ul>
<b>Eighth Monday March 16</b>	<ul style="list-style-type: none"> <li>Final DE report due to the Dean's Office for distribution</li> </ul>	<ul style="list-style-type: none"> <li>Final DE report due to the Dean's Office for distribution</li> </ul>
<b>Ninth Monday March 23</b>	<ul style="list-style-type: none"> <li>Evaluatee and chair responses due</li> </ul>	<ul style="list-style-type: none"> <li>Evaluatee and chair responses due</li> </ul>
<b>Thirteenth Wednesday April 22</b>	<ul style="list-style-type: none"> <li>FERC forwards case to President</li> </ul>	<ul style="list-style-type: none"> <li>CEC forwards case to President</li> <li>Class visit reports to dean's office for F20 evaluatees</li> </ul>
<b>Fourteenth Wednesday April 29</b>	<ul style="list-style-type: none"> <li>Evaluatee, DEs and chair respond</li> </ul>	<ul style="list-style-type: none"> <li>Evaluatee, DEs and chair respond</li> </ul>
<b>Sixteenth Wednesday May 13</b>	<ul style="list-style-type: none"> <li>FERC meets with President</li> </ul>	<ul style="list-style-type: none"> <li>CEC meets with President</li> </ul>
<b>June 15-30</b>	<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>	<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>

\*starting from receipt of report after divisional discussions and vote, evaluatee and chair have one week to respond.