

## Tables of Evaluation Schedules and Requirements

### Tenure Track Fall Hire

Evaluation Year	Dept Committee Report Due	Department Chairperson Report Due	Dean's Report Due
Year 1	January 30	February 7	February 28
1st year evaluation includes classroom observation and student evaluations for fall semester			
Year 2	November 1	November 8	December 15
2nd year evaluation includes classroom observations and student evaluations for spring semester			
Years 3, 4 and 5	November 1	November 8	December 15
Each year includes classroom observations and student evaluations for prior fall and spring semesters			

#### Renewal Decision by President

Year	Due Date
1 <sup>st</sup> year	April 1
2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> year	January 30
5 <sup>th</sup> year	Refer to Tenure Process

### Tenure Track Spring Hire

Evaluation Year	Dept Committee Report Due	Department Chairperson Report Due	Dean's Report Due
Year 1	September 23	September 30	October 30
1st year evaluation includes classroom observation and student evaluations for spring semester			
Year 2	November 1	November 8	November 30
2nd year evaluation includes classroom observations and student evaluations for 1 <sup>st</sup> year fall and 2 <sup>nd</sup> year spring semester			
Years 3 and 4	November 1	November 8	November 30
Each year includes classroom observations and student evaluations for prior fall and spring semesters			
Year 5	April 1	April 8	April 15
4 <sup>th</sup> year evaluation includes classroom observations and student evaluations for fall only			

#### Renewal Decision by President

Year	Due Date
1 <sup>st</sup> year	November 15
2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> year	January 15
5 <sup>th</sup> year	Refer to Tenure Process

### **Tenure Process**

<b>Action</b>	<b>Fall Hire</b>	<b>Spring Hire</b>
President provides faculty member notice of eligibility to apply for tenure	October 1	February 1
Faculty member provides President with notice of intent to apply for tenure	December 31	May 1
Department Committee Tenure Recommendation Due	February 15	October 1
Department Chair Tenure Recommendation Due	February 15	October 1
University Tenure Committee Recommendation Due to President	April 1	November 1
President's notice to faculty member of tenure decision due	May 31	December 31