

2019-20

CALENDAR OF EVALUATION ACTIONS: *General Deadlines*

During the month of September, departments are to select the evaluation committee and chairperson of this committee. The chairperson's name to be submitted to the Office of Academic Affairs and to the President of APSCUF. Additionally, during September (January for Spring hires), the department committee or chairperson to meet with all faculty to be evaluated to discuss procedures. Peer, chair and student evaluation of Distance Education faculty follow the same deadlines as stated below.

Note: © Indicates contractual date. All other dates are set by local agreement.

STUDENT EVALUATION OF FACULTY – ALL FACULTY BEING EVALUATED

- A. November 4 FALL semester student evaluation of faculty to begin on Monday of Week 11.
- B. November 15 FALL semester student evaluation of faculty to be completed by Friday of Week 12.
- C. March 23 SPRING semester student evaluation of faculty to begin on Monday of Week 11.
- D. April 3 SPRING semester student evaluation of faculty to be completed by Friday of Week 12.

FIRST YEAR PROBATIONARY

- A. November 15 Faculty to have submitted an updated vita of professional activities by the end of Week 12.
- B. November 15 FALL semester peer observations to be completed by the end of Week 12.
- C. January 30 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- D. February 7 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. February 28 All performance reviews to be completed by the dean. ©
- F. March 1 Deans' review and recommendation to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- G. April 1 President to provide notice of renewal or non-renewal. ©
- H. March 27 SPRING semester peer observations to be completed by the end of Week 11.

SECOND, THIRD, FOURTH AND FIFTH YEAR PROBATIONARY (FALL HIRES)

- A. October 11 Faculty to have submitted an updated vita of professional activities by the end of Week 7.
- B. October 11 FALL semester peer observations to be completed by the end of Week 7.
- C. November 1 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- D. November 8 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. December 15 All performance reviews to be completed by the dean. ©
- F. December 20 Dean's review and recommendation to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- G. January 29 President to provide notice of renewal or non-renewal to all second, third and fourth year probationary faculty. ©
- H. March 27 SPRING semester peer observations to be completed by the end of Week 11.
- I. May 31 Fifth year probationary faculty to be notified according to the tenure schedule. ©

TEMPORARY FULL-TIME AND PART-TIME (HIRED FOR FALL SEMESTER ONLY)

- A. October 11 Faculty to have submitted an updated vita of professional activities by the end of Week 7.
- B. October 11 FALL semester peer observations to be completed by the end of Week 7.
- C. November 1 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- D. November 8 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. November 30 All performance reviews to be completed by the dean. ©
- F. December 6 Dean's review and recommendation to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.

QUINQUENNIAL (FIVE YEAR), TEMPORARY FULL-TIME AND PART-TIME (FULL ACADEMIC YEAR AND/OR SPRING HIRES)

- A. November 15 Faculty to have submitted an updated vita of professional activities by the end of Week 12.
- B. November 15 FALL semester peer observations to be completed.
- C. March 2 SPRING semester peer observations to be completed.
- D. April 1 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- E. April 8 Department chair reviews to be submitted to dean and copied to the department evaluation committee and faculty member. ©
- F. May 15 All performance reviews to be completed by the dean. ©
- G. May 16 Dean's review and recommendations to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.

FIRST YEAR PROBATIONARY (SPRING HIRES)

- A. March 27 Faculty to have submitted an updated vita of professional activities by the end of Week 11.
- B. March 27 SPRING semester peer observations to be completed by the end of Week 11.
- C. September 23 Departmental evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- D. September 30 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. October 30 The dean to have completed all performance reviews. ©
- F. November 1 Dean's review and recommendations to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee and faculty member.
- G. November 15 FALL semester peer observations to be completed by the end of Week 12.
- H. November 15 President to provide notice of renewal or non-renewal. ©

SECOND, THIRD, AND FOURTH YEAR PROBATIONARY (SPRING HIRES)

- A. March 1 Faculty to have submitted an updated vita of professional activities by the end of Week 7.
- B. March 29 SPRING semester peer observations to be completed by the end of Week 11.
- C. October 11 FALL semester peer observations to be completed by the end of Week 7.
- D. November 1 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- E. November 8 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- F. November 30 All performance reviews to be completed by the dean. ©
- G. December 1 Dean's review and recommendation to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- H. December 15 President to provide notice of renewal or non-renewal to all 2nd, 3rd, and 4th year probationary faculty. ©

FIFTH YEAR PROBATIONARY (SPRING HIRES)

- A. March 1 Faculty to have submitted an updated vita of professional activities by the end of Week 7.
- B. March 1 SPRING semester peer observations to be completed by the end of Week 7.
- C. April 1 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- D. April 8 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. April 15 All performance reviews to be completed by the dean. ©
- F. April 19 Dean's review and recommendation to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- G. November 15 FALL semester peer observations to be completed by the end of Week 12.
- H. December 31 Fifth year probationary faculty to be notified according to the tenure schedule. ©

TEMPORARY PART-TIME (HIRED FOR SPRING SEMESTER ONLY)

- A. March 1 Faculty to have submitted an updated vita of professional activities by the end of Week 7.
- B. March 1 SPRING semester peer observations to be completed by the end of Week 7.
- C. April 1 Department evaluation committee reviews to be submitted to the dean and department chair and copied to the faculty member. ©
- D. April 8 Department chair reviews to be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. May 15 All performance reviews to be completed by the dean. ©
- F. May 17 Dean's review and recommendation to be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.