

College/Division 2020 – 2021 Performance Reviews/Evaluations Guide

NOTE:

DEC: Department Evaluation Committee
DC: Department Chair
AM: Appropriate Manager
UWTC: University-Wide Tenure Committee

PROBATIONARY YEAR 1 EVALUATIONS (ARTICLE 12) (Fall 2020 or later hires)

Default is a verbal qualitative assessment. In this process the Department Chair (DC), Department Evaluation Committee (DEC), and the Probationary first-year faculty member must provide notice by February 7 (September 30 for Spring hires) that the verbal qualitative assessment has occurred, to the Dean/Appropriate Manager (AM) and to the President.

DC, DEC, and/or Probationary first-year faculty member can select to do a formal written evaluation instead. If a formal written evaluation is selected by any of these parties, notification is due to all of these parties by November 15 (April 15 for Spring hires). If formal written evaluation is chosen, it is due from DEC January 30 (September 23 for Spring Hires), DC February 7 (September 30 for Spring Hires), Dean/AM February 28 (October 30 for Spring Hires)

PROBATIONARY YEARS 2 - 4 EVALUATIONS (ARTICLE 12)

	<u>Fall Hire</u>	<u>Spring Hire</u>
Report Due From Faculty:	Oct 10	Oct 10
Due to Dean/AM From DEC:	Nov 1	Nov 1
Due to Dean/AM From DC:	Nov 8	Nov 8
Dean/AM notifies Faculty	Dec 15	Nov 30
President notifies Faculty	Jan 30	Dec 15

PROBATIONARY YEAR 5 (ARTICLE 12)

This evaluation no longer exists.

TENURE YEAR 5 (ARTICLE 15)

	<u>Fall Hire</u>	<u>Spring Hire</u>
Report Due From Faculty:	Dec 31 (first working Monday after Jan 1)	May 1
Due to DC From DEC w/full list & recommendation:	Feb 15	Oct 1
Due to Dean/AM From DC w/full list & recommendation:	Feb 15	Oct 1
(copy of list to President)		
Due to UWTC From Dean/AM:	March 8	Oct 21
Due to President From UWTC	April 21	Nov 21
President notifies Faculty	May 31	Dec 31

TEMPORARY FACULTY (ARTICLE 12)

Hired Full Year:
DEC April 1
DC April 8
Dean/AM May 15
Fall Semester Only:
DEC Nov 1
DC Nov 8
Dean/AM Nov 30
Spring Semester Only:
DEC April 1
DC April 8
Dean/AM May 15

Fall semester, then rehired for Spring in same year. Only the fall semester evaluation should be completed. Temps should only be evaluated once per year.

TENURED 5TH YEAR (ARTICLE 12)

Report Due From Faculty:	March 1
Due to Dean/AM From DEC:	April 1
Due to Dean/AM From DC:	April 8
Dean/AM Notifies Faculty:	May 15

APSCUF LINK: <http://www.apscuf.org/universities/slipperyrock>

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