

2011-2012
CALENDAR OF EVALUATION ACTIONS
General Deadlines

During the month of September, departments shall select the evaluation committee and chairperson of this committee. The chairperson's name shall 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 shall 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 7 Fall semester student evaluation of faculty shall begin on Monday of week 11.
- B. November 18 Fall semester student evaluation of faculty shall be completed by Friday of week 12.
- C. April 9 Spring semester student evaluation of faculty shall begin on Monday of week 11.
- D. April 20 Spring semester student evaluation of faculty shall be completed by Friday of week 12.

FIRST YEAR PROBATIONARY

- A. November 18 Faculty shall have submitted an updated vita of professional activities by the end of week 12.
- B. November 18 Fall semester peer observations shall be completed by the end of week 12.
- C. January 30 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- D. February 7 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. February 28 All performance reviews shall be completed by the dean. ©
- F. March 5 Deans' review and recommendation shall be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- G. April 1 The president shall provide notice of renewal or non-renewal. ©
- H. April 13 Spring semester peer observations shall be completed by the end of week 11.

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

- A. October 14 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. October 14 Fall semester peer observations shall be completed by the end of week 7.
- C. November 1 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- D. November 8 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. December 15 All performance reviews shall be completed by the dean. ©
- F. December 16 Dean's review and recommendation shall be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- G. January 30 President shall provide notice of renewal or non-renewal to all second, third and fourth year probationary faculty. ©
- H. April 13 Spring semester peer observations shall be completed by the end of week 11.
- I. May 31 Fifth year probationary faculty shall be notified according to the tenure schedule. ©

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

- A. October 14 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. October 14 Fall semester peer observations shall be completed by the end of week 7.
- C. November 1 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- D. November 8 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. November 30 All performance reviews shall be completed by the dean. ©

- F. December 5 Dean's review and recommendation shall 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 18 Faculty shall have submitted an updated vita of professional activities by the end of week 12.
- B. November 18 Fall semester peer observations shall be completed.
- C. March 5 Spring semester peer observations shall be completed.
- D. April 1 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- E. April 8 Department chair reviews shall be submitted to dean and copied to the department evaluation committee and faculty member. ©
- F. May 15 All performance reviews shall be completed by the dean. ©
- G. May 21 Dean's review and recommendations shall 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. April 13 Faculty shall have submitted an updated vita of professional activities by the end of week 11.
- B. April 13 Spring semester peer observations shall be completed by the end of week 11.
- C. September 23 Departmental evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- D. September 30 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. October 30 The dean shall have completed all performance reviews. ©
- F. November 2 Dean's review and recommendations shall be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee and faculty member.
- G. November 18 Fall semester peer observations shall be completed by the end of week 12.

- H. November 15 The president shall provide notice of renewal or non-renewal. ©

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

- A. March 9 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. April 13 Spring semester peer observations shall be completed by the end of week 11.
- C. October 14 Fall semester peer observations shall be completed by the end of week 7.
- D. November 1 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- E. November 8 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- F. November 30 All performance reviews shall be completed by the dean ©
- G. December 5 Dean's review and recommendation shall be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- H. December 15 President shall provide notice of renewal or non-renewal to all second, third, and fourth year probationary faculty. ©

FIFTH YEAR PROBATIONARY (SPRING HIRES)

- A. March 9 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. March 9 Spring semester peer observations shall be completed by the end of week 7.
- C. April 1 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- D. April 8 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. April 15 All performance reviews shall be completed by the dean. ©

- F. April 20 Dean's review and recommendation shall be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.
- G. November 18 Fall semester peer observations shall be completed by the end of week 12.
- H. December 31 Fifth year probationary faculty shall be notified according to the tenure schedule. ©

TEMPORARY PART-TIME (HIRED FOR SPRING SEMESTER ONLY)

- A. March 9 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. March 9 Spring semester peer observations shall be completed by the end of week 7.
- C. April 1 Department evaluation committee reviews shall be submitted to the dean and department chair and copied to the faculty member. ©
- D. April 8 Department chair reviews shall be submitted to the dean and copied to the department evaluation committee and faculty member. ©
- E. May 15 All performance reviews shall be completed by the dean. ©
- F. May 21 Dean's review and recommendation shall be forwarded to the Office of Academic Affairs and copied to the department chair, department evaluation committee, and faculty member.