

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 9 Fall semester student evaluation of faculty shall begin on Monday of week 11.
- B. November 20 Fall semester student evaluation of faculty shall be completed by Friday of week 12.
- C. March 29 Spring semester student evaluation of faculty shall begin on Monday of week 11.
- D. April 9 Spring semester student evaluation of faculty shall be completed by Friday of week 12.

FIRST YEAR PROBATIONARY

- A. November 20 Faculty shall have submitted an updated vita of professional activities by the end of week 12.
- B. November 20 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 2 Spring semester peer observations shall be completed by the end of week 11.

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

- A. October 16 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. October 16 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 18 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 2 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 16 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. October 16 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 4 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 20 Faculty shall have submitted an updated vita of professional activities by the end of week 12.
- B. November 20 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 3 Faculty shall have submitted an updated vita of professional activities by the end of week 11.
- B. April 3 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 5 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 20 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 5 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. April 2 Spring semester peer observations shall be completed by the end of week 11.
- C. October 16 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 5 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. March 5 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 22 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 20 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 5 Faculty shall have submitted an updated vita of professional activities by the end of week 7.
- B. March 5 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 22 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.