

SUMMARY OF FACULTY EVALUATION DEADLINES 2023-2024

Fall 2023

Previous to fall semester

- For **tenure/promotion** – prior spring, evaluatee and program director prepare ext. eval. lists with rationales; director meets with dean
- For **tenure/promotion** – all materials for evaluation file and e-copies submitted to the Dean by **Friday, July 14**
- For **tenure/promotion** – one class visit should take place previous semester (a second class visit will occur during this fall of evaluation year)
- For **pretenure** and **non-tenure-track CEC evaluations**– all materials to the Dean by **Tuesday, August 15**
- For **pretenure** and **non-tenure-track CEC evaluations**– two class visits take place previous semester for candidates, due 13th Wed. of spring semester

Early in the fall semester

- By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies
- By third week of semester, Dean meets with all DEs, FERC, CEC and Student EPC to review process

On/by this day	Tenure/Promotion Evaluation	Pretenure Evaluation/Non-tenure-track Renewal/Conversion
Third Wednesday September 20		<ul style="list-style-type: none"> • Letters from community to Dean
Fourth Wednesday September 27	<ul style="list-style-type: none"> • Class visits arranged 	<ul style="list-style-type: none"> • Class visits set for S24 evaluatees • EPC report due to file (<i>for pretenure only</i>)
Fifth Wednesday October 4		<ul style="list-style-type: none"> • DEs meet with evaluatee • DEs create draft report for Chair review for 6th Wed. discussion
Sixth Wednesday October 11		<ul style="list-style-type: none"> • Divisional discussions and votes* • DEs create draft report for Chair review for 7th Wed. discussion
Seventh Wednesday October 18		<ul style="list-style-type: none"> • Divisional discussions and votes* • DEs create draft report for Chair review for 8th Wed. discussion
Eighth Wednesday October 25		<ul style="list-style-type: none"> • Divisional discussions and votes*
Ninth Monday October 30	<ul style="list-style-type: none"> • External evaluators secured 	<ul style="list-style-type: none"> • Revised DE report to divisional chair for final review
Tenth Monday November 6		<ul style="list-style-type: none"> • Final DE report due to the Dean's Office for distribution
Eleventh Monday November 13		<ul style="list-style-type: none"> • Evaluatee and chair response due
Thirteenth Wednesday November 29	<ul style="list-style-type: none"> • Class visit reports for S24 due to dean's office • Written testimony from campus community to Dean • EPC report due to file 	<ul style="list-style-type: none"> • Class Visit reports for S24 due to dean's office • FERC and CEC forward cases to President
Fourteenth Wednesday December 6		<ul style="list-style-type: none"> • Evaluatee and chair respond
Fifteenth Wednesday December 13		<ul style="list-style-type: none"> • FERC and CEC meet with President
Sixteenth Wednesday December 20	<ul style="list-style-type: none"> • External evaluator reports due 	<ul style="list-style-type: none"> • President makes decision • Evaluatee has 14 days to respond

*starting from receipt of report after divisional discussions and vote, evaluatee and chair have one week to respond.

SUMMARY OF FACULTY EVALUATION DEADLINES 2023-2024

Spring 2024

Early in spring semester	By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies	
On/by this day	Tenure/Promotion Evaluation	Non-tenure-track Renewal/Conversion
January 15		<ul style="list-style-type: none"> All materials from evaluatee due by January 15
Second Wednesday February 7	<ul style="list-style-type: none"> DEs meet with evaluatee DEs create draft report for Chair review for 3rd Wed. discussion 	
Third Wednesday February 14	<ul style="list-style-type: none"> Division discussions and votes* DEs create draft report for Chair review for 4th Wed. discussion 	<ul style="list-style-type: none"> Written testimony from community due
Fourth Wednesday February 21	<ul style="list-style-type: none"> Division discussions and votes* DEs create draft report for Chair review for 5th Wed. discussion 	<ul style="list-style-type: none"> Division discussions and votes* DEs create draft report for Chair review for 5th Wed. discussion Class visits set for F24 evaluatees
Fifth Wednesday February 28	<ul style="list-style-type: none"> Divisional discussions and votes* DEs create draft report for Chair review for 6th Wed. discussion 	<ul style="list-style-type: none"> DEs create draft report for Chair review for 6th Wed. discussion
Sixth Wednesday March 6	<ul style="list-style-type: none"> Divisional discussions and votes* 	<ul style="list-style-type: none"> Divisional discussions and votes*
Seventh Monday March 11	<ul style="list-style-type: none"> Revised DE report to divisional chair for final review 	<ul style="list-style-type: none"> Revised DE report to divisional chair for final review
Eighth Monday March 18	<ul style="list-style-type: none"> Final DE report due to the Dean's Office for distribution 	<ul style="list-style-type: none"> Final DE report due to the Dean's Office for distribution
Ninth Monday March 25	<ul style="list-style-type: none"> Evaluatee and chair responses due 	<ul style="list-style-type: none"> Evaluatee and chair responses due
Thirteenth Wednesday April 24	<ul style="list-style-type: none"> FERC forwards case to President 	<ul style="list-style-type: none"> CEC forwards case to President Class visit reports to dean's office for F24 evaluatees
Fourteenth Wednesday May 1	<ul style="list-style-type: none"> Evaluatee, DEs and chair respond 	<ul style="list-style-type: none"> Evaluatee, DEs and chair respond
Sixteenth Wednesday May 15	<ul style="list-style-type: none"> FERC meets with President 	<ul style="list-style-type: none"> CEC meets with President
June 15-30	<ul style="list-style-type: none"> President makes decision Evaluatee has 14 days to respond 	<ul style="list-style-type: none"> President makes decision Evaluatee has 14 days to respond

*starting from receipt of report after divisional discussions and vote, evaluatee and chair have one week to respond.