

ANNUAL EVALUATION TIMETABLES BY FACULTY CATEGORY

Category			
<u>I</u>	<u>II</u>	<u>III</u>	
Oct. 1	Oct. 1	Oct. 1	Unit Head notifies faculty of annual evaluation process and timetable.*
Nov. 15	Oct. 15	Dec. 1	Completed Faculty Self-Evaluations submitted to the Unit Head.
Dec. 1	Nov. 1	Dec. 15	Peer evaluations submitted to Unit Head.*
Dec. 4	Nov. 4	Dec. 18	Completed peer evaluations returned to individual faculty.
Jan. 25	Nov. 22	Feb. 20	Unit Head conducts evaluations and faculty consultations. Individual faculty must receive the tentative evaluation at least one day prior to the consultation.
Feb. 1	Dec. 1	Feb. 28	Unit Head submits evaluation and supporting material to VCAA. Optional faculty written rebuttal to VCAA.
Feb. 24	Dec. 10	Mar. 10	Faculty notified of final evaluation and current information placed in permanent faculty file.

Deadlines which fall on a weekend or vacation day are extended to the next working day.

Category I Tenure track faculty in the first year of service. Notice of non-reappointment is due by March 1.

Category II Tenure track faculty in the second year of service. Notice of non-reappointment is due by December 15.

Category III All other faculty. Non-tenure faculty notice of non-reappointment is due by March 15.

* Teaching represents the unifying mission of the University throughout the faculty and the Academic Units. A minimum of one classroom observation is required per evaluation period, by a peer and/or chair/dean (or designee) for tenure-track faculty and instructors for the first five years of their appointment.