

## SUMMARY OF FACULTY EVALUATION DEADLINES 2024-2025

### Fall 2024

#### 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 **Monday, July 15**
- 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 **Thursday, 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
<b>Third</b> Wednesday <b>September 18</b>		<ul style="list-style-type: none"> <li>• Letters from community to Dean</li> </ul>
<b>Fourth</b> Wednesday <b>September 25</b>	<ul style="list-style-type: none"> <li>• Class visits arranged</li> </ul>	<ul style="list-style-type: none"> <li>• Class visits set for S25 evaluatees</li> <li>• EPC report due to file (<i>for pretenure only</i>)</li> </ul>
<b>Fifth</b> Wednesday <b>October 2</b>		<ul style="list-style-type: none"> <li>• DEs meet with evaluatee</li> <li>• DEs create draft report for Chair review for 6th Wed. discussion</li> </ul>
<b>Sixth</b> Wednesday <b>October 9</b>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes*</li> <li>• DEs create draft report for Chair review for 7th Wed. discussion</li> </ul>
<b>Seventh</b> Wednesday <b>October 16</b>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes*</li> <li>• DEs create draft report for Chair review for 8th Wed. discussion</li> </ul>
<b>Eighth</b> Wednesday <b>October 23</b>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes*</li> </ul>
<b>Ninth</b> Monday <b>October 28</b>	<ul style="list-style-type: none"> <li>• External evaluators secured</li> </ul>	<ul style="list-style-type: none"> <li>• Revised DE report to divisional chair for final review (for cases discussed on October 9, 16 and 23)</li> </ul>
<b>Ninth</b> Wednesday <b>October 30</b> <small>(additional meeting approved by the Executive Committee for 2024-2025)</small>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes*</li> </ul>
<b>Tenth</b> Monday <b>November 4</b>		<ul style="list-style-type: none"> <li>• Final DE report due to the Dean's Office for distribution</li> </ul>
<b>Eleventh</b> Monday <b>November 11</b>		<ul style="list-style-type: none"> <li>• Evaluatee and chair response due</li> </ul>
<b>Thirteenth</b> Wednesday <b>November 27</b>	<ul style="list-style-type: none"> <li>• Class visit reports for F24 due to dean's office</li> <li>• EPC report due to file</li> </ul>	<ul style="list-style-type: none"> <li>• Class Visit reports for F24 due to dean's office</li> <li>• FERC and CEC forward cases to President</li> </ul>
<b>December 1</b>	<ul style="list-style-type: none"> <li>• External evaluator reports due</li> </ul>	
<b>Fourteenth</b> Wednesday <b>December 4</b>		<ul style="list-style-type: none"> <li>• Evaluatee and chair respond</li> </ul>
<b>Fifteenth</b> Wednesday <b>December 11</b>		<ul style="list-style-type: none"> <li>• FERC and CEC meet with President</li> </ul>
<b>Sixteenth</b> Wednesday <b>December 18</b>	<ul style="list-style-type: none"> <li>• Written testimony from campus community to Dean</li> </ul>	<ul style="list-style-type: none"> <li>• President makes decision</li> <li>• Evaluatee has 14 days to respond</li> </ul>

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

## SUMMARY OF FACULTY EVALUATION DEADLINES 2024-2025

### Spring 2025

Early in spring semester	By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies	
<b>On/by this day</b>	<b>Tenure/Promotion Evaluation</b>	<b>Non-tenure-track Renewal/Conversion</b>
<b>January 15</b>		<ul style="list-style-type: none"> <li>All materials from evaluatee due by <b>January 15</b></li> </ul>
<b>Second</b> Wednesday <b>February 5</b>	<ul style="list-style-type: none"> <li>DEs meet with evaluatee</li> <li>DEs create draft report for Chair review for 3<sup>rd</sup> Wed. discussion</li> </ul>	
<b>Third</b> Wednesday <b>February 12</b>	<ul style="list-style-type: none"> <li>Division discussions and votes*</li> <li>DEs create draft report for Chair review for 4<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>Written testimony from community due</li> </ul>
<b>Fourth</b> Wednesday <b>February 19</b>	<ul style="list-style-type: none"> <li>Division discussions and votes*</li> <li>DEs create draft report for Chair review for 5<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>Division discussions and votes*</li> <li>DEs create draft report for Chair review for 5<sup>th</sup> Wed. discussion</li> <li>Class visits set for F25 evaluatees</li> </ul>
<b>Fifth</b> Wednesday <b>February 26</b>	<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> <li>DEs create draft report for Chair review for 6<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>DEs create draft report for Chair review for 6<sup>th</sup> Wed. discussion</li> </ul>
<b>Sixth</b> Wednesday <b>March 5</b>	<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> </ul>	<ul style="list-style-type: none"> <li>Divisional discussions and votes*</li> </ul>
<b>Seventh</b> Monday <b>March 12</b>	<ul style="list-style-type: none"> <li>Revised DE report to divisional chair for final review</li> </ul>	<ul style="list-style-type: none"> <li>Revised DE report to divisional chair for final review</li> </ul>
<b>Eighth</b> Monday <b>March 17</b>	<ul style="list-style-type: none"> <li>Final DE report due to the Dean's Office for distribution</li> </ul>	<ul style="list-style-type: none"> <li>Final DE report due to the Dean's Office for distribution</li> </ul>
<b>Ninth</b> Monday <b>March 24</b>	<ul style="list-style-type: none"> <li>Evaluatee and chair responses due</li> </ul>	<ul style="list-style-type: none"> <li>Evaluatee and chair responses due</li> </ul>
<b>Thirteenth</b> Wednesday <b>April 23</b>	<ul style="list-style-type: none"> <li>FERC forwards case to President</li> </ul>	<ul style="list-style-type: none"> <li>CEC forwards case to President</li> <li>Class visit reports to dean's office for F25 evaluatees</li> </ul>
<b>Fourteenth</b> Wednesday <b>April 30</b>	<ul style="list-style-type: none"> <li>Evaluatee, DEs and chair respond</li> </ul>	<ul style="list-style-type: none"> <li>Evaluatee, DEs and chair respond</li> </ul>
<b>Sixteenth</b> Wednesday <b>May 14</b>	<ul style="list-style-type: none"> <li>FERC meets with President</li> </ul>	<ul style="list-style-type: none"> <li>CEC meets with President</li> </ul>
<b>June 15-30</b>	<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>	<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>

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