

TO: Full-Time Faculty
FROM: David E. Marx, Ph.D.
Acting Provost/Senior Vice President for Academic Affairs
DATE: August 26, 2024
SUBJECT: Annual Evaluation Schedule - 2024/2025

In accordance with Appendix VII of the *Faculty Handbook* on reappointment and non-reappointment of non-tenured tenure track faculty, **all evaluations materials including a -report and departmental, dean and other evaluative documents** will be submitted to the University-provided systems (SharePoint).

Reminder: As per Section 32.0 of the *Faculty Handbook*, if a due date lands on a weekend or holiday, the deadline will be the next earliest weekday the University is open.

Below is the schedule for the process.

FIRST YEAR FACULTY

- A) An electronic Self Report is submitted by the Candidate to the SharePoint site - November 18, 2024
- B) submitted by the chair to
SharePoint for Candidate to view - January 2, 2025
- C) Candidate s written response (if any) submitted by the Candidate to SharePoint for Dean to review
January 16, 2025
- D) Departmental Written Evaluation and submitted by the Chair to SharePoint for the Dean to review - January 17, 2025
- E) and responses submitted to SharePoint for Provost to review February 7, 2025

SECOND YEAR FACULTY

- A) An electronic Self Report is submitted by the Candidate to the SharePoint
October 1, 2024
- B) SharePoint for Candidate to view November 1, 2024
- C)

