**Evaluation of Faculty**

| **Date** | **Action** |
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| Friday  8/22/13 | Last day for returning faculty to submit Faculty Annual Report to Department Chair. |
| Monday 9/15/14 | Department Chair prepares faculty evaluations and distributes to each evaluated faculty member a tentative evaluation of the faculty member including strengths and/or weaknesses within each category; a rating of performance for each category; and an overall evaluation and written justification for the ratings given in each evaluation category. |
| Friday  9/19/14 | Faculty member, in consultation with the Department Chair, determines the percentage value (within the prescribed range) for each evaluation category. Last day for a faculty member to submit written response to the Department Chair or to hold a conference with the Department Chair in appeal of his or her evaluation. |
| Monday  9/22/14 | Department Chair notifies all faculty who submitted evaluation appeals as to the Chair's decision on the appeal. Department Chair submits to the College Dean the Chair's evaluations of faculty along with the Faculty Annual Reports. |
| Monday 10/6/14 | If the Dean disagrees with the evaluation from the Department Chair, then the Dean shall set forth his or her written reasons for disagreement. If the Dean adds anything to the evaluation, a written copy of the Dean's comments shall be sent to the Chair and to the faculty member. |
| **Monday 10/20/14**  **Changed to Monday**  **11/3/14** | Last day for any faculty member who disagrees with all or any part of his or her final evaluation to appeal to the Faculty Appeals Committee. |
| **Monday 11/3/14**  **Changed to Monday**  **11/17/14** | Faculty Appeals Committee reports to the Provost and Vice President for Academic Affairs its recommendations on faculty appeals of an evaluation. |
| **Monday 11/10/14**  **Changed to Monday**  **11/24/14** | As soon as the evaluation process is completed, the following shall become a part of each faculty file in the Office of the Provost and Vice President for Academic Affairs: the faculty member's evaluation from the Chair; the decisions and comments of the Dean; any written disagreements with either the Chair or the Dean that the faculty member under evaluation wishes to include; any recommendations that may issue from the Faculty Appeals Committee; any final decisions rendered by the Provost and Vice President for Academic Affairs subsequent to recommendations of the Faculty Appeals Committee. |
| 12/15/14-1/16/15 | An ad hoc committee consisting of three tenured faculty members mutually agreed upon by the chair and the tenured faculty member being evaluated will initiate an in-depth evaluation of any tenured faculty member whose overall evaluation rating or teaching evaluation rating falls below 3.0, which is in accord with the Post-tenure Review Policy.  Within 30 days of the last day of final examinations of the previous semester, the post-tenure review ad hoc committee will develop, in consultation with any faculty member undergoing an in-depth evaluation, a strategic plan designed to remedy performance deficiencies. |