

TO: Full Time Faculty

FROM: Michelle Maldonado, Ph.D., Provost/Senior VPAA

DATE: August 29, 2023

SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2023/2024

According to Section 6.0, G.3 of the *Faculty Handbook*, Faculty Specialists will be evaluated annually at the departmental level and by their dean.

All evaluations materials including a faculty's self-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.

The schedule follows:

- A) If candidate chooses, an electronic self-report is submitted to the SharePoint site– February 1, 2024
- B) Chair will submit Chair's evaluation and recommendation and the department's evaluation and recommendation for candidate to review – March 1, 2024
- C) Candidate's response to evaluation (if any) submitted by the Candidate – March 15, 2024
- D) Chair will submit Chair's evaluation and recommendation and the department's evaluation and recommendation, if applicable – March 15, 2024
- E) Dean's Recommendation submitted – April 11, 2024