TO: Full-Time Faculty  
FROM: Jeff Gingerich, Ph.D.  
 Provost/Senior Vice President for Academic Affairs  
DATE: September 8, 2020  
SUBJECT: Annual Evaluation Schedule - 2020/2021

Due to the COVID-19 pandemic, FAC and FPC are developing an MOU so that reappointment and non-reappointment of non-tenured tenure track faculty can submit self-reports electronically and review of self-report meetings are conducted through remote access technology. This is only for the Academic Year 2020-2021 and is not a permanent change to the Faculty Handbook. The details of the technology and process will be forthcoming, but faculty should plan to submit their self-report electronically. We will provide more details about this process shortly.

Appendix VII of the Faculty Handbook on the reappointment and non-reappointment of non-tenured tenure track faculty requires that I announce in writing a schedule of annual evaluation deadlines. That schedule, which I have reviewed with the Chair of FAC, follows:

**FIRST YEAR FACULTY**

A) Candidate’s Self Report to Chair and Tenured Department members – November 20, 2020

B) Departmental Written Evaluation and Chair’s Evaluation sent to Candidate by Chair - January 4, 2021

C) Candidate’s written response (if any) forwarded by the Candidate to the Dean (and, at the candidate’s discretion, to the department Chair) – January 18, 2021

D) Departmental Written Evaluation and Chair’s Evaluation forwarded by the Chair to the Dean - January 19, 2021

E) Dean’s Recommendation and responses to Provost (Copies to Candidate and Chair) – February 8, 2021

F) Notice of Non-reappointment or intent to recommend non-reappointment to the candidate - no later than March 1, 2021

**SECOND YEAR FACULTY**

A) Candidate’s Self Report to Chair and Tenured Department Members – October 2, 2020
B) Departmental Written Evaluation and Chair’s Evaluation sent to Candidate by Chair – November 2, 2020

C) The Candidate’s written response (if any) forwarded by the Candidate to the Dean (and, at the candidate’s discretion, to the department Chair) – November 16, 2020

D) Departmental Written Evaluation and Chair’s Evaluation forwarded by the Chair to the Dean - November 17, 2020

E) Dean’s Recommendation and responses to Provost (Copies to Candidate and Chair) - December 7, 2020

F) Notice of Non-reappointment or intent to recommend non-reappointment to the candidate - no later than December 15, 2020

THIRD, FOURTH, AND FIFTH YEAR FACULTY

A) Candidate’s Self Report to Chair and Tenured Department Members – January 29, 2021

B) Departmental Written Evaluation and Chair’s Evaluation sent to Candidate by Chair – March 1, 2021

C) The Candidate’s written response (if any) forwarded by the Candidate to the Dean (and, at the candidate’s discretion, to the department Chair) – March 22, 2021

D) Departmental Written Evaluation and Chair’s Evaluation forwarded by the Chair to the Dean - March 23, 2021

E) Dean’s Recommendation and responses to Provost (Copies to Candidate and Chair) - April 13, 2020

F) Notice of Non-reappointment or intent to recommend non-reappointment to the candidate - no later than May 31, 2021

Attached for the information of non-tenured faculty is a suggested outline for self reports.
SUGGESTED OUTLINE FOR SELF REPORTS

1.0 Progress on objectives for the previous year. List each objective and provide a brief comment on how completely the objective was achieved.

2.0 Personal analysis of the year’s work.
   2.1 Teaching
      2.1.1 Summary of student feedback report and personal analysis of that information.
      2.1.2 Summary of other evaluative information on teaching (colleague reports, chair’s report, video tape, etc., etc.) and analysis.
   2.2 Research and Scholarly Activity
      2.2.1 Evidence of research activity during the year.
      2.2.2 Personal conclusions.
   2.3 University and Community Service
      2.3.1 List of activities (specify).
      2.3.2 Personal comments.

3.0 Other relevant information.

4.0 Objectives for the next year.

5.0 Long term goals (update).

6.0 Current Vitae