

TO: Full-Time Faculty
FROM: Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs
DATE: September 8, 2021
SUBJECT: Annual Evaluation Schedule - 2021/2022

Due to the COVID-19 pandemic, FAC and FPC have developed an MOU so that reappointment and non-reappointment of non-tenured tenure track faculty have the option of submitting self-reports electronically. This is only for the Academic Year 2021-2022 and is not a permanent change to the *Faculty Handbook*.

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) An electronic **or** written Self Report is submitted to the SharePoint site **or** to the Chair and Tenured Department members, respectively – November 19, 2021
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair - January 3, 2022
- 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, 2022
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - January 19, 2022
- E) Dean's Recommendation and responses to Provost (Copies to Candidate and Chair) – February 9, 2022

SECOND YEAR FACULTY

- A) An electronic **or** written Self Report is submitted to the SharePoint site **or** to the Chair and Tenured Department members, respectively - October 1, 2021
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair – November 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) – November 15, 2021

- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - November 16, 2021
- E) Dean's Recommendation and responses to Provost (Copies to Candidate and Chair) - December 6, 2021

THIRD, FOURTH, AND FIFTH YEAR FACULTY

- A) An electronic **or** written Self Report is submitted to the SharePoint site **or** to the Chair and Tenured Department members, respectively – January 28, 2022
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair – February 28, 2022
- 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 21, 2022
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - March 22, 2022
- E) Dean's Recommendation and responses to Provost (Copies to Candidate and Chair) - April 12, 2022

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