

TO: Full-Time Faculty  
FROM: Michelle Maldonado, Ph.D.  
Interim Provost/Senior Vice President for Academic Affairs  
DATE: August 28, 2022  
SUBJECT: Annual Evaluation Schedule - 2022/2023

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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 to the SharePoint Site. Included are instructions for submission of and access to all materials on SharePoint.

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 18, 2022
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair - January 3, 2023
- 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 17, 2023
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - January 18, 2023
- E) Dean's Recommendation and responses to Provost – February 8, 2023

#### **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 3, 2022
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair – November 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) – November 17, 2022

- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - November 18, 2022
- E) Dean's Recommendation and responses to Provost - December 8, 2022

**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 27, 2023
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair – February 27, 2023
- 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 20, 2023
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - March 21, 2023
- E) Dean's Recommendation and responses to Provost - April 11, 2023

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