TO: Full Time Faculty  
FROM: David E. Marx, Ph.D., Acting Provost/Senior VPAA  
DATE: August 26, 2024  
SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2024/2025  

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, 2025  

B) Chair will submit Chair’s evaluation and recommendation and the department’s evaluation and recommendation for candidate to review – March 1, 2025  

C) Candidate’s response to evaluation (if any) submitted by the Candidate – March 15, 2025  

D) Chair will submit Chair’s evaluation and recommendation and the department’s evaluation and recommendation, if applicable – March 15, 2025  

E) Dean’s Recommendation submitted – April 11, 2025