

TO: Full-Time Faculty
FROM: David E. Marx
Acting Provost/Senior Vice President for Academic Affairs
DATE: August 26, 2024
SUBJECT: Annual Evaluation Schedule for **Lecturers and Visiting Professors**- 2024/2025

According to Section 5.1 of the *Faculty Handbook*, Lecturers and Visiting Professors will be evaluated during the second and fourth semesters of appointment.

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:

2nd or 4th Semester of Teaching occurs in the Spring Semester

- A) If candidate chooses, an electronic Self Report is submitted to the SharePoint site – March 15, 2025
- B) Department written evaluation submitted- April 1, 2025
- C) Candidate's response to evaluation (if any) submitted by the Candidate – April 15, 2025
- D) Dean's Recommendation submitted – May 2, 2025

2nd or 4th Semester of Teaching occurs in the Fall Semester

- A) If candidate chooses, an electronic Self Report is submitted to the SharePoint site – October 15, 2024
- B) Department written evaluation submitted Dean - November 1, 2024
- C) Candidate's response to evaluation (if any) submitted by the candidate – November 15, 2024
- D) Dean's Recommendation submitted – November 29, 2024