

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

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In accordance with Appendix VII of the *Faculty Handbook* on reappointment and non-reappointment of non-tenured tenure track faculty, **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.

Below is the schedule for the process.

#### **FIRST YEAR FACULTY**

- A) An electronic Self Report is submitted by the Candidate to the SharePoint site - November 18, 2024
- B) Departmental Written Evaluation and Chair's Evaluation submitted by the chair to SharePoint for Candidate to view - January 2, 2025
- C) Candidate's written response (if any) submitted by the Candidate to SharePoint for Dean to review (and, at the candidate's discretion, to the department Chair) – January 16, 2025
- D) Departmental Written Evaluation and Chair's Evaluation submitted by the Chair to SharePoint for the Dean to review - January 17, 2025
- E) Dean's Recommendation and responses submitted to SharePoint for Provost to review – February 7, 2025

## **SECOND YEAR FACULTY**

- A) An electronic Self Report is submitted by the Candidate to the SharePoint – October 1, 2024
- B) Departmental Written Evaluation and Chair’s Evaluation submitted by the chair to SharePoint for Candidate to view– November 1, 2024
- C) Candidate’s written response (if any) submitted by the Candidate to SharePoint for Dean to review (and, at the candidate’s discretion, to the department Chair) – November 15, 2024
- D) Departmental Written Evaluation and Chair’s Evaluation submitted by the Chair to SharePoint for the Dean to review - November 16, 2024
- E) Dean’s Recommendation and responses submitted to SharePoint for Provost to view - December 6, 2024

## **THIRD, FOURTH, AND FIFTH YEAR FACULTY**

- A) An electronic Self Report is submitted by the Candidate to the SharePoint – January 27, 2025
- B) Departmental Written Evaluation and Chair’s Evaluation submitted by the chair to SharePoint for Candidate to view – February 27, 2025
- C) Candidate’s written response (if any) submitted by the Candidate to SharePoint for Dean to review (and, at the candidate’s discretion, to the department Chair) – March 20, 2025
- D) Departmental Written Evaluation and Chair’s Evaluation submitted by the Chair to SharePoint for the Dean to review - March 21, 2025
- E) Dean’s Recommendation and responses submitted to SharePoint for Provost to - April 11, 2025

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