

TO: Full Time Faculty

FROM: Tracy M. Stewart, Ph.D., Interim Provost/Senior VPAA

DATE: August 25, 2025

SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2025/2026

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. Deadlines are 11:59pm on the due date.

The schedule follows:

- A) If candidate chooses, an electronic self-report is submitted to the SharePoint site– February 1, 2026
- B) Chair will submit Chair's evaluation and recommendation and the department's evaluation and recommendation for candidate to review – March 1, 2026
- C) Candidate's response to evaluation (if any) submitted by the Candidate – March 15, 2026
- D) Access given to Dean for review of Chair's evaluation and recommendation and the department's evaluation and recommendation, if applicable – March 16, 2026
- E) Dean's Recommendation submitted to SharePoint for Provost to review– April 11, 2026