

TO: Full-Time Faculty
FROM: Tracy M. Stewart, Ph.D.
Interim Provost/Senior Vice President for Academic Affairs
DATE: August 25, 2025
SUBJECT: Annual Evaluation Schedule for **Lecturers and Visiting Professors**- 2025/2026

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

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, 2026
- B) Department written evaluation submitted by Chair - April 1, 2026
- C) Candidate's response to evaluation (if any) submitted by the Candidate – April 15, 2026
- D) Dean's Recommendation submitted – May 2, 2026

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, 2025
- B) Department written evaluation submitted by Chair - November 1, 2025
- C) Candidate's response to evaluation (if any) submitted by the candidate – November 15, 2025
- D) Dean's Recommendation submitted – November 29, 2025