

TO: Full-Time Faculty
FROM: Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs
DATE: August 26, 2019
SUBJECT: Annual Evaluation Schedule - 2019/2020

Appendix VII of the Faculty Handbook on the reappointment and non-reappointment of non-tenured tenure track faculty requires that I announce in writing a schedule of annual evaluation deadlines. That schedule, which I have reviewed with the chair of FAC, follows:

FIRST YEAR FACULTY

- A) Candidate's Self Report to Chair and Tenured Department members – November 19, 2019
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair - January 2, 2020
- C) Candidate's written response (if any) forwarded by the Candidate to the Dean (and, at the candidate's discretion, to the department Chair) – January 16, 2020
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - January 17, 2020
- E) Dean's Recommendation and responses to Provost (Copies to Candidate and Chair) – February 4, 2020

SECOND YEAR FACULTY

- A) Candidate's Self Report to Chair and Tenured Department Members – October 1, 2019
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair – November 1, 2019
- C) The Candidate's written response (if any) forwarded by the Candidate to the Dean (and, at the candidate's discretion, to the department Chair) – November 15, 2019
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - November 18, 2019
- E) Dean's Recommendation and responses to Provost (Copies to Candidate and Chair) - December 6, 2019

THIRD, FOURTH, AND FIFTH YEAR FACULTY

- A) Candidate's Self Report to Chair and Tenured Department Members – January 31, 2020
- B) Departmental Written Evaluation and Chair's Evaluation sent to Candidate by Chair – March 2, 2020
- C) The Candidate's written response (if any) forwarded by the Candidate to the Dean (and, at the candidate's discretion, to the department Chair) – March 23, 2020
- D) Departmental Written Evaluation and Chair's Evaluation forwarded by the Chair to the Dean - March 24, 2020
- E) Dean's Recommendation and responses to Provost (Copies to Candidate and Chair) - April 14, 2020

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