CALENDAR FOR SCHEDULED PROFESSIONAL PERFORMANCE EVALUATIONS OF TENURED FACULTY

**2016-2017**

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| **October 15, 2016 (Oct 17)** | Annual Activity Reports of **faculty member** due to **department** **head**. |
| **October 18, 2016 –**  **November 7, 2016** | **Department head** reviews Annual Activity Reports of tenured faculty. If department has no concerns, skip to April 9th step. |
| **November 14, 2016 –**  **November 28, 2016** | **Department head** and **personnel committee** meet to review Activity Reports of faculty deemed potentially unsatisfactory by department head, if applicable. Notify Assistant Vice President for Academic Human Resources of these cases. |
| **December 2, 2016 –**  **December 16, 2016** | If question of performance continues, **department head** and **personnel committee** meet with **faculty member** to discuss. |
| **January 9, 2017 –**  **February 17, 2017** | If performance remains questionable, **faculty member** undergoes a Full Performance Evaluation. |
| **February 20, 2017 –**  **March 27, 2017** | **Department head** completes written evaluation of **faculty member** deemed unsatisfactory, reviews with dean. |
| **March 27, 2017 –**  **April 10, 2017** | If **dean** concurs that unsatisfactory rating and performance cannot reasonably be corrected in one academic year or less, **dean** meets with **faculty member, department head, department personnel committee, Assistant Vice President for Academic Human Resources,** and **AAUP representative** to begin the process to develop a Program for Improvement. |
| **April 10, 2017** | **Department head** provides written statement to all faculty deemed satisfactory as a result of the process begun in October/November and send copies to **dean** and the **Assistant Vice President for Academic Human Resources.**  If faculty member’s performance is deemed unsatisfactory, but correctable in one academic year or less, **department head** notifies **faculty member** in writing and provides copies to the **dean** and the **Assistant Vice President for Academic Human Resources.** |
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