

**CALENDAR FOR SCHEDULED PROFESSIONAL PERFORMANCE EVALUATIONS
OF TENURED FACULTY
2023-2024**

<u>October 18, 2023</u> <u>(Oct 15 is a Sat and Oct 16 and 17 is fall break)</u>	Annual Activity Reports of faculty member due to department head.
October 23, 2023 – November 10, 2023	DH/SD reviews Annual Activity Reports of tenured faculty. <u>If department has no concerns, skip to April 12th step.</u>
November 13, 2023 – November 30, 2023	DH/SD and personnel committee meet to review Activity Reports of faculty deemed potentially unsatisfactory by DH/SD, if applicable. <u>Notify Assistant Vice President for Academic Affairs of these cases.</u>
December 1, 2023 – December 14, 2023	If question of performance continues, DH/SD and personnel committee meet with faculty member to discuss.
January 10, 2024 – February 16, 2024	If performance remains questionable, faculty member undergoes a Full Performance Evaluation.
February 21, 2024 – March 28, 2024	DH/SD completes written evaluation of faculty member deemed unsatisfactory, reviews with dean.
April 1, 2024 – April 10, 2024	If dean concurs that unsatisfactory rating and performance cannot reasonably be corrected in one academic year or less, dean meets with faculty member, DH/SD, department personnel committee, Assistant Vice President for Academic Affairs, and AAUP representative to begin the process to develop a Program for Improvement.
April 12, 2024	DH/SD 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 Affairs. There is no standard form to complete. If faculty member's performance is deemed unsatisfactory, but correctable in one academic year or less, DH/SD notifies faculty member in writing and provides copies to the dean and the Assistant Vice President for Academic Affairs.