CALENDAR FOR INTERIM EVALUATION

**2015-2016**

**(For faculty hired before 9/1/15)**

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| **October 15, 2015** | **Faculty member** submits **annual Faculty Activity Report.** (Note: This is not required of newly appointed faculty in the first year in a tenure-track position.) |
| **October 16, 2015 –**  **February 1, 2016** | **Department head** and **department personnel committee** meetwith the **faculty member** to review **Annual Activity Report,** student evaluations, if available, and to discuss Instruction and Service. If there is any reason for concern, please contact the Office of the Assistant Vice President for Academic Human Resources for guidance on contractual process for Full Interim Evaluation. |
| **February 12, 2016** | **Department head** sends completed Recommendation for Reappointment form or, in cases where a Full Interim Evaluation is requested and conducted, the results of the department review, to the **college** dean, and the **Office of the Assistant Vice President for Academic Human Resources;** and provides a copy to faculty member. |
| **February 19, 2016** | In the event that a Full Interim Evaluation is required, **the dean forwards Full Interim Evaluation materials to the Assistant Vice President for Academic Human Resources.** |
| **March 15, 2016** | **Faculty member** notified of **Provost’s** recommendation. |

**These materials are prepared for academic administrators as a guide to ensure that evaluations are completed on a timely basis so that the University can meet its contractual obligations. Only those dates that are underlined are contractually mandated. Should you foresee problems with meeting these targets, please notify the Office of the Assistant Vice President for Academic Human Resources.**