

**CALENDAR FOR INTERIM EVALUATION
2017-2018
(For faculty hired before 9/1/15)**

<u>October 15, 2017 (Oct 16)</u>	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 17, 2017 – February 1, 2018	Department head and department personnel committee meet with the faculty member to review Annual Activity Report, student evaluations, if available, and to discuss Instruction and Service. <u>If there is any reason for concern, please contact the Office of the Assistant Vice President for Academic Affairs for guidance on contractual process for Full Interim Evaluation.</u>
February 13, 2018	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 Affairs; and provides a copy to faculty member.
February 20, 2018	In the event that a Full Interim Evaluation is required, the dean forwards Full Interim Evaluation materials to the Assistant Vice President for Academic Affairs.
<u>March 15, 2018</u>	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 Affairs.