

**CALENDAR FOR SCHEDULED PROFESSIONAL PERFORMANCE EVALUATIONS
OF TENURED FACULTY
2017-2018**

<u>October 15, 2017 (Oct 16)</u>	Annual Activity Reports of faculty member due to department head .
October 18, 2017 – November 7, 2017	Department head reviews Annual Activity Reports of tenured faculty. <u>If department has no concerns, skip to April 9th step.</u>
November 14, 2017 – November 28, 2017	Department head and personnel committee meet to review Activity Reports of faculty deemed potentially unsatisfactory by department head, if applicable. <u>Notify Assistant Vice President for Academic Affairs of these cases.</u>
December 1, 2017 – December 15, 2017	If question of performance continues, department head and personnel committee meet with faculty member to discuss.
January 9, 2018 – February 16, 2018	If performance remains questionable, faculty member undergoes a Full Performance Evaluation.
February 20, 2018 – March 27, 2018	Department head completes written evaluation of faculty member deemed unsatisfactory, reviews with dean.
March 27, 2018 – April 9, 2018	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 Affairs , and AAUP representative to begin the process to develop a Program for Improvement.
April 9, 2018	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 Affairs . 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 Affairs .