CALENDAR FOR SCHEDULED PROFESSIONAL PERFORMANCE EVALUATIONS OF TENURED FACULTY

**2018-2019**

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| **October 15, 2018** | Annual Activity Reports of faculty member due to department head. |
| **October 18, 2018 –**  **November 7, 2018** | Department headreviews Annual Activity Reports of tenured faculty. If department has no concerns, skip to April 9th step. |
| **November 14, 2018 –**  **November 28, 2018** | Department headand personnel committeemeet to review Activity Reports of faculty deemed potentially unsatisfactory by department head, if applicable. Notify Assistant Vice President for Academic Affairs of these cases. |
| **December 3, 2018 –**  **December 14, 2018** | If question of performance continues, department headand personnel committeemeet with faculty memberto discuss. |
| **January 9, 2019 –**  **February 15, 2019** | If performance remains questionable, faculty memberundergoes a Full Performance Evaluation. |
| **February 19, 2019 –**  **March 27, 2019** | Department headcompletes written evaluation of facultymemberdeemed unsatisfactory, reviews with dean. |
| **March 27, 2019 –**  **April 9, 2019** | 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 personnelcommittee, Assistant Vice President for Academic Affairs,and AAUP representativeto begin the process to develop a Program for Improvement. |
| **April 9, 2019** | Department headprovides written statement to all faculty deemed satisfactory as a result of the process begun in October/November and send copies to deanand 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, department headnotifies faculty memberin writing and provides copies to the deanand the Assistant Vice President for Academic Affairs. |
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