

FULL TIME LECTURERS

Calendar for Periodic Evaluations 2017-2018

Classroom observations will be conducted during the academic year, with written results submitted to FTL within 10 working days of the observation. A copy of the written results should be forwarded to Academic Human Resources and will be placed in personnel file.

October 15, 2017 (Oct 16)

Annual Activity Reports are completed and submitted to Department Head.

February 1, 2018

FTL submits evaluation materials to Department Head.

April 1, 2018 (Apr 2)

Department Head provides written results of evaluation to FTL and allows 10 working days for a written response to be submitted.

April 1, 2018 (Apr 2)

Academic Human Resources provides notification to any FTL who is scheduled for an evaluation in the upcoming academic year.

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. Those dates underlined are contractually mandated.