

## **FULL TIME LECTURERS**

### **Calendar for Promotion 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.

**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.**