**FULL TIME LECTURERS**

**Calendar for Periodic Evaluations**

**2019-2020**

Classroom observations will be conducted during the academic year, with written results submitted to FTL within 10 working days of the observation.

**October 15, 2019**

Annual Activity Reports are completed and submitted to Department Head.

**February 3, 2020 (Feb. 1 contractual date is on weekend)**

FTL submits evaluation materials to Department Head.

**April 1, 2020**

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

**Evaluation materials to be forwarded to AHR:**

Completed FTL Application for Initial or Periodic Evaluation from the FTL.

Completed FTL Initial or Periodic Evaluation Summary.

(EMUFT FTL and PTL) Classroom Observation Evaluation form.

Department Head’s written response to FTL with results of the evaluation.

Any response submitted by the FTL.

**April 1, 2020**

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.**