**FULL TIME LECTURERS**

**Calendar for Promotion/Salary Adjustment 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 Promotion from the FTL.

Completed FTL Promotion Recommendation Summary.

FTL self-evaluation.

(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.

**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.**