**FULL TIME LECTURERS**

**Calendar for Promotion/Salary Adjustment Evaluations**

**2021-2022**

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

**October 15, 2021**

Annual Activity Reports are completed and submitted to DH/SD.

**February 1, 2022**

FTL submits evaluation materials to DH/SD.

**April 1, 2022**

DH/SD 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.**