



**CALENDAR FOR EVALUATION AND PROMOTION
EMU - FT
2024 AND BEYOND**

FALL	TYPE	WINTER	TYPE	WHO	TASK
1ST TWO WEEKS	PER & FULL	1ST TWO WEEKS	PER & FULL	D.H.	Notify Employee schedule evaluation within two (2) weeks of the semester in which they are being evaluated with details regarding the evaluation process and materials required to be submitted for the evaluation with a copy to the Union.
OCT. 15th	PERIODIC	FEB. 1st	PERIODIC	PTL or FTL	Submit electronic evaluation materials, (student evaluations, course materials and classroom observations) no later than 11:59 PM on this date during the academic year of evaluation. PTLs and FTLs shall electronically submit: 1) Cover page 2) Curriculum vita 3) Course materials for each course taught over the evaluation period (course syllabi are required for each unique course taught and any significant revisions to course syllabi). Employees are expected to include a representative sample of assignments, exams, or other support material that demonstrates the Employee's teaching effectiveness and approach to teaching. 4) Student evaluations for each course Student Evaluation electronic file for the period of time applicable to future evaluations. 5) Other assigned work (if applicable). Only work completed since the last evaluation, or the date of the Employee's first term appointment, whichever is most recent, shall be evaluated.
OCT. 15th	FULL	FEB. 1st	FULL	FTL	Submit electronic evaluation materials, (student evaluations, course materials and classroom observations) no later than 11:59 PM on this date during the academic year of evaluation. PTLs and FTLs shall electronically submit: 1) Cover page 2) Curriculum vita 3) Narrative statement explaining how and to what extent the FTL has performed the duties outlined in their appointment letter. Examples include reflection on teaching and student evaluations, reflection on instructional responsibilities not directly related to classroom teaching, efforts to stay current within the discipline and pedagogical innovations the FTL has implemented. 4) Course materials for each course taught over the evaluation period (course syllabi are required for each unique course taught and any significant revisions to course syllabi). Employees are expected to include a representative sample of assignments, exams, or other support material that demonstrates the Employee's teaching effectiveness and approach to teaching. 5) Student evaluations for each course Student Evaluation electronic file for the period of time applicable to future evaluations. 6) Other assigned work (if applicable). Only work completed since the last evaluation, or the date of the Employee's first term appointment, whichever is most recent, shall be evaluated. 7) Extraordinary achievement - the FTL may include discussion or evidence of professional development beyond that which is directly related to the FTL teaching assignment. Such discussion shall be taken into account by the DH but shall not result in an overall negative review.
WITHIN 10 DAYS	PER & FULL	WITHIN 10 DAYS	PER & FULL	D.H.	D.H or suitable designee shall conduct classroom observations during all Periodic and Full Evaluations of the Employee with advance notice of no less than ten (10) working days. In cases where Student Evaluations and/or Classroom Observations do not apply, for example, Employees assigned to the Library, professional performance shall be the equivalent of instructional effectiveness, as determined by the Department Head.
DEC. 1st	PERIODIC	APR. 1st	PER & FULL	D.H.	D.H. will review the evaluation materials submitted by the Employee, review the student evaluations for the period of the evaluation and prepare the written results of the classroom observation. Meetings will focus primarily on the employee meeting expectations.
DEC. 15th	PERIODIC	Apr. 15th	PER & FULL	D.H.	Written results of such evaluations, indicating whether or not the Employee met expectations shall be returned to the Employee.
WITHIN 10 DAYS	PERIODIC	WITHIN 10 DAYS	PER & FULL	Employee	Employee has up to ten (10) working days to submit a written response. Both the evaluation and the Employee's response (if any) shall be placed in the Employee's personnel file.

PERIODIC
FULL
P & F = PERIODIC & FULL