CALENDAR FOR SCHEDULED PROFESSIONAL PERFORMANCE EVALUATIONS OF TENURED FACULTY

**2022-2023**

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| **October 17, 2022** **(Oct 15 is a Sat)** | Annual Activity Reports of faculty member due to department head. |
| **October 20, 2022 –****November 10, 2022** | DH/SD reviews Annual Activity Reports of tenured faculty. If department has no concerns, skip to April 11th step. |
| **November 11, 2022 –****November 30, 2022** | DH/SD and personnel committeemeet to review Activity Reports of faculty deemed potentially unsatisfactory by DH/SD, if applicable. Notify Assistant Vice President for Academic Affairs of these cases. |
| **December 2, 2022 –****December 14, 2022** | If question of performance continues, DH/SD and personnel committeemeet with faculty memberto discuss. |
| **January 10, 2023 –****February 16, 2023** | If performance remains questionable, faculty memberundergoes a Full Performance Evaluation. |
| **February 21, 2023 –****March 28, 2023** | DH/SD completes written evaluation of facultymemberdeemed unsatisfactory, reviews with dean. |
| **March 30, 2023 –****April 10, 2023** | If dean concurs that unsatisfactory rating and performance cannot reasonably be corrected in one academic year or less, dean meets with faculty member, DH/SD, department personnelcommittee, Assistant Vice President for Academic Affairs,and AAUP representativeto begin the process to develop a Program for Improvement. |
| **April 11, 2023** | DH/SD provides written statement to all faculty deemed satisfactory as a result of the process begun in October/November and send copies to deanand the Assistant Vice President for Academic Affairs. **There is no standard form to complete.**If faculty member’s performance is deemed unsatisfactory, but correctable in one academic year or less, DH/SD notifies faculty memberin writing and provides copies to the deanand the Assistant Vice President for Academic Affairs.  |
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