



# Faculty Affairs Office

## Temporary Faculty Evaluations

### SPRING 2012 CALENDAR\*

\* Due dates set out in columns for  
Full-Time & Part-Time Faculty

<u>Full-Time Faculty</u>	<u>Event</u>	<u>Part- Time Faculty</u>
January 24, 2012	Office of Faculty Affairs will distribute materials to departmental and decanal offices. Departments will assure that each eligible faculty member receives materials to complete the evaluation.	January 24, 2012
February 22, 2012	Annual Summary of Achievements, all available standardized student data (SOTEs) for the evaluation period, and a peer review during the evaluation period of teaching or performance in other academic assignment including review of course materials for all temporary faculty are due to the Department Chair.	February 22, 2012
March 12, 2012	Departmental and/or Chair evaluations for temporary faculty are due to faculty member, who then has ten (10) days to submit rebuttal.	March 23, 2012
March 23, 2012	Departmental and/or Chair evaluations for temporary faculty, along with Annual Summary of Achievements, and any rebuttal from faculty member, are due to the Dean for review.	April 6, 2012
April 2, 2012	Dean's evaluation for temporary faculty are due to faculty member, who then has ten (10) days to submit rebuttal.	April 16, 2012
April 16, 2012	Evaluation process for Full-Time temporary faculty must be completed. Evaluations, Annual Summary of Achievements and any rebuttals are due to Office of Faculty Affairs.	May 1, 2012