

# Temporary Faculty Annual Evaluations

## SPRING 2018 CALENDAR\*

### Event

November 17, 2017	The Office of Faculty Affairs ("OFA") will distribute materials to each college. Departments/Schools will assure that each eligible faculty member receives materials to complete the evaluation.
January 31, 2018	All evaluation documents due to Chair/Director. Required: 1) ASA; 2) all available SOTES for the evaluation period; 3) peer review. <b>Failure to submit required documents will be taken into consideration as part of the evaluation.</b>
February 13, 2018	(Optional) If Department/School is adding materials to be reviewed as part of the faculty evaluation, need to provide copies of these additional materials to the faculty.
February 19, 2018	Department/School and/or Chair/Director evaluations for temporary faculty are due to faculty member, who then has ten (10) days to review and submit a rebuttal.
March 1, 2018	Faculty member rebuttal (if any) due to Department.
March 2, 2018	Temporary Faculty Evaluations, whether or not signed by faculty, all evaluation documents, and any rebuttal from faculty member due on Dean's office.
March 21, 2018	Dean's evaluation for temporary faculty are due to faculty member, who then has ten (10) days to review and submit rebuttal.
April 2, 2018	Faculty member rebuttal (if any) due to Dean's Office.
April 3, 2018	Evaluation process for temporary faculty completed.
April 6, 2018	Evaluation Documents (ASA, Completed Evaluation, Responses/Rebuttals) Submitted to Faculty; Department; and OFA
April 15, 2018 - ongoing	PAFs available for "careful consideration" review in OFA for 2018-19 appointments

**\*Time deadline is 5:00 p.m. on date provided**

**APPOINTMENTS WILL NOT BE PROCESSED FOR TEMP FACULTY UNTIL THE EVALUATION HAS BEEN RECEIVED BY OFA**