

Temporary Faculty Annual Evaluations

SPRING 2019 CALENDAR*

Event

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| November 16, 2018 | UP – Faculty Affairs (“UP-FA”) will distribute materials to each college. Departments/Schools will assure that each eligible faculty member receives materials to complete the evaluation. |
| January 30, 2019 | All evaluation documents due to Chair/Director. Required: 1) ASA; 2) all available SOTES for the evaluation period; 3) peer review. Failure to submit required documents will be taken into consideration as part of the evaluation. |
| February 12, 2019 | (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 18, 2019 | 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. |
| February 28, 2019 | Faculty member rebuttal (if any) due to Department. |
| March 1, 2019 | Temporary Faculty Evaluations, whether or not signed by faculty, all evaluation documents, and any rebuttal from faculty member due in Dean’s office. |
| March 19, 2019 | Dean’s evaluation for temporary faculty are due to faculty member, who then has ten (10) days to review and submit rebuttal. |
| March 29, 2019 | Faculty member rebuttal (if any) due to Dean’s Office. |
| April 2, 2019 | Evaluation process for temporary faculty completed. |
| April 5, 2019 | Evaluation Documents (ASA, Completed Evaluation, Responses/Rebuttals) submitted to Faculty; Department; and UP-FA |
| April 15 - ongoing | PAFs available for "careful consideration" review in UP-FA for 2019-20 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 UP-FA