

Temporary Faculty Cumulative Evaluations

SPRING 2019 CALENDAR*

DUE DATE	EVENT
November 16, 2018	UP - FA distributes materials to colleges.
December 7, 2018 <i>(if applicable)</i>	Faculty members notified by Appropriate Administrator if SOTES will be accessed electronically.
February 28, 2019	All required materials from faculty member due to Dean's Office by faculty member.
March 1, 2019	Annual evaluation materials due from Chair's Office to Dean's Office for temporary faculty.
March 4- March 29, 2019	Dean's review of PAFs
April 8, 2019	Cumulative Evaluation forwarded to faculty member for signature and 10 day response/rebuttal period.
April 19, 2019	Evaluation period complete. Evaluation documents sent to Departments.
April 29, 2019	<ol style="list-style-type: none"> 1. Completed evaluation, ASA, Response/Rebuttal submitted to UP - FA for placement in PAF. 2. Evaluation materials returned to faculty members (including copies of completed evaluation, ASA, Response/Rebuttal).

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

2019-20 APPOINTMENTS WILL NOT BE PROCESSED FOR TEMPORARY FACULTY UNTIL THE EVALUATION HAS BEEN RECEIVED BY UP-FA