

Temporary Faculty Annual Evaluations

SPRING 2017 CALENDAR*

Event

November 21, 2016	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.
November 21, 2016 – January 20, 2017	PAFs available for careful consideration review by Chairs/Directors in the Office of Faculty Affairs (ADM 218).
February 1, 2017	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 8, 2017	(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 20, 2017	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 3, 2017	Temporary Faculty Evaluations, whether or not signed by faculty, all evaluation documents, and any rebuttal from faculty member, are due to the Dean for review.
March 21, 2017	Dean’s evaluation for temporary faculty are due to faculty member, who then has ten (10) days to review and submit rebuttal.
April 3, 2017	Rebuttals due; annual evaluation process for temporary faculty completed.
April 7, 2017	Evaluation Documents (ASA, Completed Evaluation, Responses/Rebuttals) Submitted to Faculty; Department; and OFA

***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