

2016-17 CALENDAR FOR CUMULATIVE EVALUATIONS

DUE DATE	EVENT
November 21, 2016	OFA distributes materials to colleges.
December 9, 2016 <i>(if applicable)</i>	Faculty members notified by Appropriate Administrator if SOTES will be accessed electronically.
March 1, 2017	All required materials from faculty member due to Dean's Office by faculty member.
March 3, 2017	Annual evaluation materials due from Chair's Office to Dean's Office for temporary faculty.
Between March 1-March 31, 2017	Dean's review of PAFs
April 10, 2017	Cumulative Evaluation forwarded to faculty member for signature and 10 day response/rebuttal period.
April 21, 2017	Evaluation period complete. Evaluation documents sent to Departments.
May 1, 2017	<ol style="list-style-type: none"> 1. Completed evaluation, ASA, Response/Rebuttal submitted to OFA for placement in PAF. 2. Evaluation materials returned to faculty members (including copies of completed evaluation, ASA, Response/Rebuttal).