

# Temporary Faculty Cumulative Evaluations

## SPRING 2018 CALENDAR\*

<b>DUE DATE</b>	<b>EVENT</b>
November 17, 2017	Office of Faculty Affairs distributes materials to colleges.
December 8, 2017 <i>(if applicable)</i>	Faculty members notified by Appropriate Administrator if SOTES will be accessed electronically.
March 1, 2018	All required materials from faculty member due to Dean's Office by faculty member.
March 2, 2018	Annual evaluation materials due from Chair's Office to Dean's Office for temporary faculty.
March 5- March 29, 2018	Dean's review of PAFs
April 9, 2018	Cumulative Evaluation forwarded to faculty member for signature and 10 day response/rebuttal period.
April 20, 2018	Evaluation period complete. Evaluation documents sent to Departments.
April 30, 2018	<ol style="list-style-type: none"> <li>1. Completed evaluation, ASA, Response/Rebuttal submitted to OFA for placement in PAF.</li> <li>2. Evaluation materials returned to faculty members (including copies of completed evaluation, ASA, Response/Rebuttal).</li> </ol>

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

**2018-19 APPOINTMENTS WILL NOT BE PROCESSED FOR TEMPORARY FACULTY UNTIL THE EVALUATION HAS BEEN RECEIVED BY OFA**