

Table 3.1h.1 Evaluation Timeline by Faculty Type: Calendar Year (January-December)

Evaluation Type	<u>Action</u>	<u>Non-Action/Annual</u>
Faculty Type	Tenure-Track Probationary YR 1 & 2 Renewable Term & Term Tenured Seeking Promotion, Adjunct, Renewable Term & Term Seeking Promotion Post-tenure: Comprehensive	Tenured Adjunct, Renewable Term & Term Post-Tenure: Summary
September	<ul style="list-style-type: none"> • PAC Committee Convenes • Fall DH & PAC Teaching Observations Scheduled • Sep-Oct: DH & New/Probationary Faculty Goal Setting & Reflection Discussion 	
October / November	<ul style="list-style-type: none"> • Oct 15: u-FAR Materials Due • Oct-Dec 15: PAC Deliberations 	
December	<ul style="list-style-type: none"> • Dec 15: PAC Reports & Letters Due 	
January	<ul style="list-style-type: none"> • Jan 5: Supplemental Submission Materials Due (Oct 15- Dec 31) 	
February	<ul style="list-style-type: none"> • Feb 1: DH Letters w/ Merit, Comprehensive Post-Tenure & Continuance Outcomes Due (<i>as applicable</i>) • Feb 15: DH & Faculty Post-Tenure PIP (<i>if needed</i>) • Spring DH & PAC Teaching Observations Scheduled 	<ul style="list-style-type: none"> • Feb 1: u-FAR Materials Due • Feb-Mar: DH and Faculty Goal Setting & Reflection Discussion recommended to follow the annual review but may be adjusted based on departmental circumstances.
March	<ul style="list-style-type: none"> • Mar 1: Non-Renewal Notice Due • Mar 1: Dean/Provost Letters Due 	<ul style="list-style-type: none"> • Mar 1: Non-Renewal Notice Due
April	<ul style="list-style-type: none"> • Apr 30: Request for Promotion & Tenure Due 	<ul style="list-style-type: none"> • Apr 30: Request for Promotion Due
May	<ul style="list-style-type: none"> • May 15: Merit Due to Provost 	<ul style="list-style-type: none"> • May 15: Merit Due and Summary Post-Tenure Outcomes to Provost (<i>as applicable</i>)
June		<ul style="list-style-type: none"> • Jun 25: Dissemination of Annual DH Letter, including post-tenure review outcomes (<i>as applicable</i>)

Table 3.1h. 2 Evaluation Timeline by Role & Responsibilities

Month	PAC	Faculty	Department Head	Dean & Provost
September	<ul style="list-style-type: none"> • PAC Committee Convenes • Fall DH & PAC Teaching Observations Scheduled 		<ul style="list-style-type: none"> • Fall DH & PAC Teaching Observations Scheduled • Sep-Oct: DH & New/Probationary Faculty Goal Setting & Reflection Discussion (<i>Action</i>) 	
October November	<ul style="list-style-type: none"> • Oct-Dec 15: PAC Deliberations (<i>Action</i>) 	<ul style="list-style-type: none"> • Oct 15: Materials Due (<i>Action</i>) 		
December	<ul style="list-style-type: none"> • Dec 15: PAC Letters Due (<i>Action</i>) 			
January		<ul style="list-style-type: none"> • Jan 5: Supplemental Submission Materials Due (<i>Action</i>, Oct 15- Dec 31) 		
February	<ul style="list-style-type: none"> • Spring DH & PAC Teaching Observations Scheduled 	<ul style="list-style-type: none"> • Feb 1: u-FAR Materials Due (<i>Non-Action</i>) • Feb 15: DH & Faculty Post-Tenure PIP (<i>if needed</i>) 	<ul style="list-style-type: none"> • Feb 1: DH Letters w/ Merit, Comprehensive Post-Tenure, & Continuance Outcomes Due (<i>as applicable</i>) (<i>Action</i>) • Feb 15: DH & Faculty Post-Tenure PIP (<i>if needed</i>) • Feb-Mar: DH and Faculty Goal Setting & Reflection Discussion recommended to follow the annual review, but may be adjusted based on departmental circumstances. • Spring DH & PAC Teaching Observations Scheduled 	<ul style="list-style-type: none"> • Provost Retreat & review of 3rd yr & all Promotion/Tenure
March			<ul style="list-style-type: none"> • Mar 1: Renewal & Non-Renewal Notices Due 	<ul style="list-style-type: none"> • Mar 1: Dean/Provost Letters Due
April		<ul style="list-style-type: none"> • Apr 30: Request for Promotion & Tenure Due 		
May			<ul style="list-style-type: none"> • May 15: Merit Due and Summary Post-Tenure Outcomes to Provost (<i>as applicable</i>) 	
June			<ul style="list-style-type: none"> • Jun 25: DH Annual Letters Disseminated 	

Section 3.12 Comprehensive Timeline - Calendar Year

January	<input type="checkbox"/> Jan 5: Supplemental Submission Materials Due for Action Cases (Oct 15- Dec 31) <input type="checkbox"/> Mid-Jan: College-level Dean's Retreat to review all promotion and/or tenure action cases within the college
February	<input type="checkbox"/> Feb 1: DH Letters Distributed for Action Cases (letters include as applicable: merit (Subdivision 3.13m), comprehensive post-tenure (Section 3.16), & continuance outcomes (Subdivision 3.13l)) <input type="checkbox"/> Feb 1: u-FAR Materials Due for Non-Action Cases (Subdivision 3.4b) <input type="checkbox"/> Feb 15: DH & Faculty Develop Performance Improvement Plan Post-Tenure (if needed) <input type="checkbox"/> Mid-Feb: Provost Retreat to review all tenure and promotion action cases and third-year reviews <input type="checkbox"/> Feb-Mar: DH and Non-Action Case Faculty Reflect and Set Goals (recommended to follow the annual review immediately, but may be adjusted based on departmental circumstances). (Subdivision 3.13f) <input type="checkbox"/> Feb-Apr 1: Convene College Review Committees & PACs to revise Standards & Criteria Documents (Subdivision 3.1f, 3.1g, 3.2d) <input type="checkbox"/> Spring DH & PAC Teaching Observations Scheduled (Subdivision 3.5c)
March	<input type="checkbox"/> Mar 1: Renewal & Non-Renewal Notice Due (term and renewable term) (Subdivision 2.4b, 2.4c.4) <input type="checkbox"/> Mar 1: Dean/Provost Action Case Letters Due (Subdivisions 3.2e, 3.2f)
April	<input type="checkbox"/> Apr 1: Standards & Criteria and PAC Procedures Documents Due to Dean's Office for Approval (Subdivisions 3.1f, 3.1g) <input type="checkbox"/> Apr 15: Standards & Criteria and PAC Procedures Due to the Provost's Office for Approval <input type="checkbox"/> Apr 20: Standards & Criteria Distributed to Faculty <input type="checkbox"/> Apr 30: Request for Promotion & Tenure Due (Subdivision 3.2a) <input type="checkbox"/> Apr 30: PAC Chairs/Co-Chairs Selected for Next Academic Year (Paragraph 3.2b.2)
May	<input type="checkbox"/> May 15: Merit Scores Due to the Provost Office (including summary post-tenure bonus for full faculty, Subdivision 3.16i)
June	<input type="checkbox"/> Jun 25: Dissemination of Annual DH Letter for Non-Action cases (including post-tenure summary review as applicable) (Subdivision 3.13l) <input type="checkbox"/> End of June: Provost Retreat to review all post-tenure review action cases
September	<input type="checkbox"/> PAC Committee Convenes <input type="checkbox"/> PAC and DH meet with new faculty, action-case faculty, and post-tenure review faculty to review the evaluation process <input type="checkbox"/> Fall DH & PAC Teaching Observations Scheduled (Subdivision 3.5c) <input type="checkbox"/> Sept-Oct: DH & New/Probationary Faculty Goal Setting (Subdivision 3.13f)
October	<input type="checkbox"/> Oct 15: u-FAR Materials Due for Action Cases (Subdivision 3.4b)
November	<input type="checkbox"/> Oct-Dec 15: PAC Deliberations for Action Cases