

Executive Summary of Evaluation Timeline Changes

- There are two evaluation tracks: action and annual evaluation. The action case evaluation track is for all faculty (i.e., tenure-track, term, renewable term, and adjunct) who are probationary, seeking promotion, or assigned a post-tenure comprehensive evaluation. All faculty who are not probationary, seeking promotion, or assigned a post-tenure comprehensive evaluation follow the annual evaluation track.
- First-year faculty submit only teaching or librarianship artifacts, and the PAC and DH reviews reflect an emphasis on teaching or librarianship.
- Department Heads are required to meet with action cases in September to set goals and mentor them.
- For non-action cases, it is recommended that DHs follow the annual review with goal setting, although this is at the Department Head's discretion based on the department's needs.
- Department Head evaluation letters, due on February 1, serve two purposes: (1) the action evaluation and (2) the annual evaluation. The action evaluation, a more comprehensive review, supersedes the annual evaluation.
- All faculty on the annual evaluation track will submit their UFAR materials on February 1.
- Post tenure comprehensive evaluation action cases that result in a Performance Improvement Plan (PIP) must be developed by February 15.

Evaluation Timeline: Calendar Year (January-December)

Faculty & Review Type	<u>ACTION CASES</u> Tenure-Track Probationary YR 1 & 2 Renewable Term & Term Tenured Seeking Promotion, Adjunct, Renewable Term & Term Seeking Promotion Post Tenure: Comprehensive	<u>ANNUAL EVALUATION</u> Tenured Adjunct, Renewable Term & Term Post Tenure: Summary
September	PAC Committee Convenes Fall DH & PAC Teaching Observations Scheduled Sept-Oct: DH & New/Probationary Faculty Goal Setting	
October	October 15: UFAR Materials Due	
November	Oct-Dec 15: PAC Deliberations	
December	December 15: PAC Letters Due	
January	January 5: Supplemental Submission Materials Due (Oct 15- Dec 30)	
February	Feb 1: DH Letters Due w/ Merit, Comprehensive Post Tenure, & Continuance outcomes (as applicable) February 15: DH & Faculty Post-Tenure PIP (if needed) SP DH & PAC Teaching Observations Scheduled	Feb 1: UFAR Materials Due Feb-March: DH and Faculty Goal Setting recommended to follow the annual review, but may be adjusted based on departmental circumstances.
March	March 1: Non-Renewal Notice Due March 1: Dean/Provost Letters Due	March 1: Non-Renewal Notice Due
April	April 30: Request for Promotion & Tenure Due	April 30: Request for Promotion Due
May	May 15: Merit Due to Provost	May 15: Merit Due and Summary Post Tenure Outcomes to Provost (as applicable)
June		June 25: Dissemination of Annual DH Letter

Evaluation Timeline by Role & Responsibilities (Who is doing what? When? Color-coded by Action or Annual)

Month	PAC	Faculty	Department Head	Dean & Provost
September	PAC Committee Convenes Fall DH & PAC Teaching Observations Scheduled		Fall DH & PAC Teaching Observations Scheduled Sept-Oct: DH & New/Probationary Faculty Goal Setting (Action)	
October		Oct 15: Materials Due (Action)	Oct-Dec: DH & Faculty Goal Setting Recommended	
November	Oct-Dec 15: PAC Deliberations (Action)			
December	December 15: PAC Letters Due (Action)			
January		January 1: Supplemental Submission Materials Due (Action, Oct 15- Dec 30)		
February	SP DH & PAC Teaching Observations Scheduled	Feb 1: UFAR Materials Due (Annual) February 15: DH & Faculty Post-Tenure PIP (if needed)	Feb 1: DH Letters Due with Merit and Comprehensive Post Tenure outcomes (as applicable) February 15: DH & Faculty Post-Tenure PIP (if needed) SP DH & PAC Teaching Observations Scheduled	
March			March 1: Nonrenewal Notice Due	March 1: Dean/Provost Letters Due
April		April 30: Request for Promotion & Tenure Due		
May			May 15: DH Annual Letters with Merit Due and Summary Post Tenure Outcomes to Provost (as applicable)	
June			June 25: DH Annual Letters Disseminated	

Implementation Timeline

Current Annual Review Period	Current Promotion & Tenure Review Period	New Annual & P/T Review Period
April 15-April 15	October -October	January-December
<p>YEAR 1</p> <p>Annual: January 2025-December 2025 (January-April 2025 used for two annual evaluation periods)</p> <p>P&T: October 2024-December 2025 (second supplemental submission January 2026)</p>		
<p>YEAR 2</p> <p>Annual: January 2026-December 2026</p> <p>P&T: January 2026-December 2026 (materials submission October, supplemental January)</p>		