

Annual Faculty Evaluation Schedule

Updated Dates:

Faculty Data Report (FDR) completed and signed by faculty members in time to meet evaluation schedule of department head/division director (DHDD) (FDR form is available at <https://www.mines.edu/academic-affairs/faculty-resources/forms/>)

February 1, 2019

February 18, 2019

Review of Evaluations by the College Dean **prior** to the DHDD meeting with each of the faculty members (evaluation forms are available at <https://www.mines.edu/academic-affairs/faculty-resources/forms/>)

February 15, 2018 (aP)
 February 28 (TP/TAP/TaP)
 March 15, 2018 (AP)
 March 26, 2018 (P)

March 4, 2019 (aP)
 March 18 (TP/TAP/TaP)
 April 1, 2019 (AP)
 April 15, 2019 (P)

DHDDs discuss evaluations with faculty members after meeting with the College Dean

After Meeting with the Dean

DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the College Dean

No later than April 4

No later than April 29

Deans create a summary memo to send to the Provost along with **all the original signed FDR's and evaluations.**

April 16, 2019

May 8, 2019

Faculty members who wish to appeal evaluations do so within 10 working days from the date that the evaluation was given to the faculty member by the DHDD.

Annual Research Faculty Evaluation Schedule

Research Professor, Research Associate Professor, Research Assistant Professor and Graduate Faculty shall provide their supervisor a completed and up-to-date CV along with a cover memo highlighting activities completed over the past calendar year.

February 1, 2019

Supervisor shall review and issue an evaluation of either: meets expectations or does not meet expectations (refer to Section 7.1 of the Faculty Handbook)

February 28, 2019

Supervisor shall provide all evaluations and CV's to Academic Affairs

No Later than March 15

Faculty members who wish to appeal evaluations do so within 10 working days from the date that the evaluation was given to the faculty member by the DHDD.