

Annual Faculty Evaluation Schedule

Tasks for Departments and Deans	<u>DUE DATE</u>	<u>UPDATED DATES</u>	<u>Faculty</u>
<p>Faculty evaluation and data sheet completed and signed by faculty members in time to meet evaluation schedule of Department Head - evaluation can be accessed through the On-Base system</p> <p>(Link to OnBase Faculty Evaluation resources/guides on the AA website)</p>	February 13, 2023	February 20, 2023	ALL - Tenure/Tenure-Track, Library, Teaching/PoP, and Research Faculty
DH receives and prepares each faculty member's evaluation and submits to the Dean for review	February 20, 2023	February 27, 2023	Assistant Professor
	February 24, 2023	March 3, 2023	Teaching, Research & Library Faculty
	March 1, 2023 March 6, 2022	March 8, 2023 March 13, 2023	Associate Professor Professor
Review of evaluations by the Dean prior to the DH meeting with each of the faculty members	After February 20, 2023	After Feb. 27, 2023	
DHs discuss evaluations with faculty members <u>after</u> review by the Dean	After February 20, 2023	After Feb. 27, 2023	
Faculty Member receives the final evaluation for signature (has 7 days to sign)	7 days to sign from receipt		
DH signs faculty evaluation forms for each faculty member and then submits to the Dean.	No later than March 31, 2023 - for all evaluations.		
Dean signs faculty evaluation forms for each faculty member and then submits to Academic Affairs.	No later than April 10, 2023 - for all evaluations		
Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH.	within 7 days of receipt from DH		