

PEER REVIEW, ANNUAL EVALUATION, AND MERIT EVALUATION CALENDAR (EVAL-1)

Academic Year 2008-2009

Peer Review Step	Procedure	Spring Review Cycle 6-Year Cycle Scheduled & 1 st 'Unscheduled' Evaluation of Tenured Faculty	Fall Review Cycle Probationary 2d and 4 th Year Reviews, Tenure and Promotion Candidacies, Conversion of Restricted Faculty to Probationary, & 2 nd 'Unscheduled' Evaluation of Tenured Faculty
1	Each department chair submits for review and approval of the appropriate dean, a completed EVAL-4 DEPARTMENTAL STANDARDS AND PROCEDURES FOR FACULTY EVALUATIONS for Academic year 2008-2009.	February 29, 2008 – Friday	
2	The dean reviews each department's EVAL-4 statement for consistency with university-wide standards and procedures, notifies the department of any required changes, and forwards the statement for each department to the provost.	March 14, 2008 - Friday	
3	The provost reviews each EVAL-4 statement submitted by the deans for consistency with university-wide standards and procedures, notifies the dean and department of any required changes, and forwards the statement for each department to the appropriate dean and FRC.	April 4, 2008 - Friday	
4	The provost prepares the EVAL-2 list and forwards to the dean. Spring Cycle: Scheduled Performance Evaluation of Tenured Faculty. Fall Cycle: Probationary 2d Year and 4 th Year Reviews for Reappointment, Tenure and Promotion Candidacies, Restricted Faculty Conversions, 2 nd Unscheduled Performance Evaluation of Tenured Faculty. <i>(See Step 8A&9A for 1st Unscheduled Performance Evaluation of Tenured Faculty notification.)</i>	September 5, 2008 – Friday	March 10, 2008 - Monday
	Each dean notifies the appropriate department chair of required peer review of probationary and tenured faculty, and faculty meeting requirements for consideration for promotion. Spring Cycle: Scheduled Performance Evaluation of Tenured Faculty. Fall Cycle: Probationary 2d Year and 4 th Year Reviews for Reappointment, Tenure and Promotion Candidacies, Restricted Faculty Conversions, 2 nd Unscheduled Performance Evaluation of Tenured Faculty. <i>(See Step 8A&9A for 1st Unscheduled Performance Evaluation of Tenured Faculty notification.)</i>	September 12, 2008 – Friday	March 26, 2008 - Wednesday
5	The department chair holds a meeting of the department's faculty for the purpose of notifying faculty of those meeting requirements for consideration for promotion. Restricted faculty are advised they may undergo a peer review in the fall cycle for consideration for conversion to probationary status.	NA	March 31 to April 4, 2008
	The department chair holds a meeting of the department's faculty for the purpose of notifying tenured faculty of 6-Year Cycle Scheduled Review and advising other tenured faculty of their option to undergo peer review in the spring cycle.	September 15 to September 19, 2008	NA
6	The department chair submits to the dean a list of faculty requesting consideration for promotion and restricted faculty requesting consideration for conversion to probationary status.	NA	April 4, 2008 - Friday
	The department chair submits to the dean a list of tenured faculty opting to undergo a peer review in the spring cycle.	September 22, 2008	NA
7	The dean prepares and submits to the department chair, FRC, and provost a final list of the year's peer reviews. The dean notifies tenured faculty of required peer review. Spring Cycle: Scheduled Performance Evaluation of Tenured Faculty. Fall Cycle: Probationary 2d Year and 4 th Year Reviews for Reappointment, Tenure and Promotion Candidacies, Restricted Faculty Conversions, 2 nd Unscheduled Performance Evaluation of Tenured Faculty. <i>(See Step 8A & 9A for 1st Unscheduled Performance Evaluation of Tenured Faculty notification.)</i>	September 26, 2008 – Friday	April 11, 2008 - Friday
8	The department chair (or, in the event the evaluatee is a department chair, the dean) supervises the formation of the DRC (4 to 7 tenured members; at least one from outside the department), excepting the appointment of the outside member. The chair submits the completed EVAL-5 CONSTITUTION OF DRC FOR INSTRUCTIONAL FACULTY EVALUATION to the vice provost, along with the evaluatee's list of at least four tenured faculty members who are in the evaluatee's division but not in the evaluatee's department. <u>The evaluatee may not approach colleagues to serve.</u> The chair consults with the vice provost to prioritize this list; the vice provost contacts the nominees in the order of approved preference to complete the DRC.	October 17, 2008 – Friday	April 25, 2008 - Friday
8A	<i>1st Unscheduled Evaluation of Tenured Faculty:</i> The provost notifies the dean, department chair, FRC and the faculty member required to undergo a 1 st Unscheduled Performance Evaluation of Tenured Faculty in the Spring Review Cycle.	November 7, 2008 - Friday	NA

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Academic Year 2008-2009

Peer Review Step	Procedure	Spring Review Cycle 6-Year Cycle Scheduled & 1 st 'Unscheduled' Evaluation of Tenured Faculty	Fall Review Cycle All Other Probationary Reappointment, Tenure, and Promotion Candidacies, Conversion of Restricted Faculty to Probationary and 2 nd 'Unscheduled' Evaluation of Tenured Faculty
8A, con't	<i>1st Unscheduled Evaluation of Tenured Faculty:</i> The department chair (or, in the event the evaluatee is a department chair, the dean) supervises the formation of the DRC (4 to 7 tenured members; at least one from outside the department), excepting the appointment of the outside member. The chair submits the completed EVAL-5 CONSTITUTION OF DRC FOR INSTRUCTIONAL FACULTY EVALUATION to the vice provost, along with the evaluatee's list of at least four tenured faculty members who are in the evaluatee's division but not in the evaluatee's department. <u>The evaluatee may not approach colleagues to serve.</u> The chair consults with the vice provost to prioritize this list; the vice provost contacts the nominees in the order of approved preference to complete the DRC.	November 13, 2008	NA
9A	<i>1st Unscheduled Evaluation of Tenured Faculty:</i> The vice provost reviews the EVAL-5 for consistency with all applicable departmental, college, and university requirements, effects any necessary changes, and submits the EVAL-5 to the provost for final review and certification.	November 14, 2008 – Friday	NA
9	The vice provost reviews the EVAL-5 for consistency with all applicable departmental, college, and university requirements, effects any necessary changes, and submits the EVAL-5 to the provost for final review and certification. Copies of the completed EVAL-5 are forwarded to the evaluatee, the dean, the FRC chair, and all DRC members.	November 24, 2008 – Monday	NLT August 18, 2008
10	The DRC holds its 1st organizational meeting, establishes timetables and procedures for the conduct of its business.	December 1 to December 5, 2008	September 1 to September 5, 2008
11	The evaluatee submits his or her required EVAL-6 PROFESSIONAL ACTIVITIES REPORT and updated dossier to the DRC chair.	January 19, 2009 - Monday	September 5, 2008 - Friday
12	The DRC submits its signed EVAL-7 PEER GROUP RECOMMENDATION AND SUMMARY STATEMENT to the evaluatee for review and acknowledgment.	January 30, 2009 - Friday	September 19, 2008 - Friday
13	The DRC submits its completed EVAL-7, signed by all committee members to indicate the accuracy of the recommendation and bearing the evaluatee's acknowledgment; summary statement; the EVAL-6; and dossier to the Office of the Provost. The dossier is stored securely but made accessible to all subsequent reviewers in the process.	February 4, 2009 - Wednesday	September 24, 2008 - Wednesday
14	The Office of the Provost provides the EVAL-8/FRC and EVAL-8/Dean for independent reviews of the Step 13 materials by the FRC and the dean. Completed forms will be placed in a confidential location, designated by and accessible only to the Office of the Provost.	February 18, 2009 – Wednesday	October 31, 2008—Friday
15	The Office of the Provost sends copies of the completed EVAL-8/FRC and EVAL-8/Dean to the candidate. Candidates may respond in writing to the Provost, copying the FRC Chair and/or the dean.	February 19, 2009 – Thursday February 26, 2009--Thursday	November 3, 2008 – Monday November 10, 2008—Monday
16	The provost reviews the dossier and associated documents, including any comments submitted on the FRC and dean recommendations. The Provost completes the EVAL-8/Provost and makes available to the President all completed EVAL-8 forms.	March 13, 2009 – Friday	November 28, 2008—Friday
17 & 18	The president completes the EVAL-8/President, making the final decision on the candidacy. The completed EVAL-6, EVAL-7 and EVAL-8s are placed in the evaluatee's official personnel file. Copies of the EVAL-8s are sent to the evaluatee, the department chair, the DRC chair, the dean, and the FRC. The EVAL-6s, EVAL-7s, EVAL-8s, and dossiers are returned to the custody of the department chair.	March 20, 2009 - Friday	December 12, 2008—Friday
19	For those positive presidential decisions requiring action by the Board of Visitors, a resolution is prepared by the provost for approval of the president and action by the Board.	Prior to Spring BOV Meeting	Prior to Spring BOV Meeting
20	The Board of Visitors acts on the resolution in step 19.	Spring BOV Meeting	Spring BOV Meeting

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Annual Step	Annual Evaluation	All Tenured Probationary Faculty <i>(Probationary Faculty in their first year are exempt.)</i>
1	Each faculty member submits an EVAL-6 PROFESSIONAL ACTIVITIES REPORT to the department chair. Copies of IDEA reports as well as any standard dossier materials specified by the chair, dean, or provost shall be included.	September 5, 2008 - Friday
2	The chair completes the appropriate section of the EVAL-AR and forwards it along with the EVAL-6 to the dean.	September 12, 2008 - Friday
3	The dean completes the appropriate section of the EVAL-AR and forwards it along with the EVAL-6 to the provost.	October 17, 2008 - Friday
4	The provost reviews the file of each faculty member and forms a final recommendation, which is submitted to the president.	October 31, 2008 - Friday
5	The president reviews all annual evaluations and associated recommendations.	November 14, 2008 - Friday

Merit Step	Merit Evaluations	All Tenured Probationary Faculty <i>(Faculty in their first year are exempt.)</i>
1	The dean submits recommendations for merit increases to the provost.	October 17, 2008 - Friday
2	The provost reviews, amends and/or approves the merit increase recommendations and forms a final recommendation, which is submitted to the president.	October 31, 2008 - Friday
3	The president reviews and approves the merit recommendations. The provost notifies the faculty of the amount of the merit increase to be paid beginning with the Dec. 16 paycheck.	November 14, 2008 - Friday