

EVALUATION DATES & REQUIREMENTS

Revised: 10.4.2023

Faculty Classification	Status	Student Survey	Observation Dept Eval Comm (DEC)	Observation Dept Chair (DC)	Report Deadline Faculty	Report Deadline Dept Eval Comm (DEC)	Report Deadline Dept Chair (DC)	Report Deadline Dean/Appropriate Manager (AM)	Comment
Tenured Full-time Fifth-Year	Tenured – 5 th Year	Fall semester only	One (1) fall and spring of evaluation year	One (1) fall of evaluation year	March 1	April 1 (To Faculty, DC, & Dean/AM)	April 8 (To Faculty, DEC, & Dean/AM)	May 15	If on leave for part of year, evaluated following academic year.
Tenure Track Full-Time	Probationary Status First Year <i>Fall Hire 2020 or later</i>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Notice by Feb. 7 to Dean/AM and President _____ Dec. 31 First working Monday after Jan. 1 by local agreement	Notice by Feb. 7 to Dean/AM and President _____ Jan. 30 (To Faculty, DC, & Dean/AM)	Notice by Feb. 7 to Dean/AM and President _____ Feb. 7 (To Faculty, DEC, & Dean/AM)	_____ Feb. 28	Default Process: VERBAL QUALITATIVE ASSESSMENT Notice indicating renewal statement _____ If faculty, DEC, or DC choose a FORMAL WRITTEN EVALUATION, notification of this choice is due to DC and Faculty Member by Nov. 15
	Probationary Status <i>Fall Hire</i> 2 nd – 4 th Year	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Oct. 10	Nov. 1 (To Faculty, DC, & Dean/AM)	Nov. 8 (To Faculty, DEC, & Dean/AM)	Dec. 15	2 nd -4 th recommendation renewal/non-renewal & specify improvements which may be necessary
	Probationary Status First Year <i>Spring Hire 2021 or later</i>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Notice by Sept. 30 to Dean/AM and President _____ Sept. 1	Notice by Sept. 30 to Dean/AM and President _____ Sept. 23 (To Faculty, DC, & Dean/AM)	Notice by Sept. 30 to Dean/AM and President _____ Sept. 30 (To Faculty, DEC, & Dean/AM)	_____ Oct. 30	Default Process: VERBAL QUALITITAVE ASSESSMENT Notice indicating renewal statement _____ If faculty, DEC, or DC choose a FORMAL WRITTEN EVALUATION, notification of this choice is due to DC and Faculty Member by Apr. 15
	Probationary Status <i>Spring Hire</i> 2 nd – 4 th Year	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Oct. 10	Nov. 1 (To Faculty, DC, & Dean/AM)	Nov. 8 (To Faculty, DEC, & Dean/AM)	Nov. 30	2 nd -4 th recommendation renewal/non-renewal & specify improvements which may be necessary
Regular Part-time	First year <i>Fall Hire—full year</i>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Dec. 31 - First working Monday after Jan. 1 by local agreement	Jan. 30 (To Faculty, DC, & Dean/AM)	Feb. 7 (To Faculty, DEC, & Dean/AM)	Feb. 28	Recommendation renewal/non-renewal. Formal eval only.
	First year <i>Spring Hire—full year</i>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Sept. 1	Sept. 23 (To Faculty, DC, & Dean/AM)	Sept. 30 (To Faculty, DEC, & Dean/AM)	Oct. 30	Recommendation renewal/non-renewal. Formal eval only.
	2 nd – 5 th Years— <i>full year Fall hire</i>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Oct. 10	Nov. 1 (To Faculty, DC, & Dean/AM)	Nov. 8 (To Faculty, DEC, & Dean/AM)	Nov. 30	Recommendation renewal/non-renewal

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	2nd – 5th Years— <i>full year Spring hire</i>	Each Semester All Classes	One (1) per semester	One (1) per academic year	Sept. 1	Sept. 23	Sept. 30	Oct. 30	Recommendation renewal/non-renewal
	Beyond the 5 th Year—every third year	Fall of evaluation year, all classes	One (1) fall evaluation year	One (1) fall of evaluation year	Oct. 10	Nov. 1	Nov. 8	Nov. 30	Recommendation renewal/non-renewal
	Fall only RPT	Conduct each fall all classes	One (1) in fall semester OR	OR One (1) in fall semester	Oct. 10	Nov. 1	Nov. 8	Nov. 30	Recommendation renewal/non-renewal
	Spring only RPT	Conduct each spring all classes	One (1) in spring semester OR	OR One (1) spring semester	Mar. 1	March 15	March 22	April 1	Recommendation renewal/non-renewal
Temporary Faculty	Full Time Academic Year	Fall Semester All Classes	One (1) in spring semester	One (1) in spring semester	Mar. 1	Apr. 1 (To Faculty, DC, & Dean/AM)	Apr. 8 (To Faculty, DEC, & Dean/AM)	May 15	
	Part Time Academic Year	Fall Semester All Classes	One (1) in spring semester OR	OR One (1) in spring semester	Mar. 1	Apr. 1 (To Faculty, DC, & Dean/AM)	Apr. 8 (To Faculty, DEC, & Dean/AM)	May 15	
	Fall Only	Fall Semester All Classes	One (1) in fall semester OR	OR One (1) in fall semester	Oct. 10	Nov. 1 (To Faculty, DC, & Dean/AM)	Nov. 8 (To Faculty, DEC, & Dean/AM)	Nov. 30	If rehired for Spring, no further evaluation required in Spring
	Spring Only	Spring Semester All Classes	One (1) in spring semester OR	OR One (1) in spring semester	Mar. 1	Apr. 1 (To Faculty, DC, & Dean/AM)	Apr. 8 (To Faculty, DEC, & Dean/AM)	May 15	
Tenure	5 th year probationary faculty applying for tenure	Fall Semester All Classes	Two (2) in fall semester	One (1) fall semester	Dec. 31 - First working Monday after Jan. 1 by local agreement (May 1 Spring Hires)	Feb. 15 (Oct. 1 Spring Hires) recom to Dean/AM; full list to Dept Chair	Feb. 15 (Oct. 1 Spring Hires) recom to Dean/AM; full list to President	Mar. 8 (Oct. 21 Spring Hires) to University-Wide Tenure Committee	University-Wide Tenure Committee (UWTC) Report Apr. 21 (Nov. 21, Spring Hires)
Promotion	Applicant for promotion	See local policy and procedures for required materials	See local policy and procedures for required materials	See local policy and procedures for required materials	Nov. 1	Dec. 1	Dec. 1	Jan. 31	University Promotion Committee Apr. 15