



## Procedures and Timeline for Periodic Evaluations Spring Semester 2019

<u>Procedures</u>	<u>Due Dates</u>
1. The faculty member being evaluated submits a <i>Periodic Evaluation Faculty Activity Report</i> (RTP Policy Appendix H) to the Associate Provost of Academic Affairs (APAA).	Fri., Feb. 15
2. The APAA provides the faculty member's <i>Periodic Evaluation Faculty Activity Report</i> to the Chair of the Department RTP Committee.	Mon., Feb. 18
3. The Committee conducts a minimum of one classroom visit and completes a <i>Classroom Visit Report</i> (RTP Policy Appendix A). The Committee completes the appropriate portion of a <i>Periodic Evaluation Form</i> (RTP Policy Appendix I). The Department RTP Committee forwards the <i>Periodic Evaluation Faculty Activity Report</i> , the <i>Classroom Visit Report</i> and the <i>Periodic Evaluation Form</i> to the Department Chair.	Fri., March 1
4. The Department Chair completes the <i>Periodic Evaluation Form</i> and forwards all evaluation material to the Academic Dean or Appropriate Administrator.	Fri., March 15
5. The Academic Dean (or Appropriate Administrator) completes the appropriate portion of the <i>Periodic Evaluation Form</i> and forwards all evaluation documents to the APAA.	Fri., March 22
6. The APAA copies all evaluation documents and provides copies to the faculty member, all reviewing entities, the Provost/VPAA, and the President. The Director of Faculty Affairs forwards original evaluation documents to Human Resources Office for inclusion into faculty member's Personnel Action File.	Fri., March 29