



**Timeline for Part-Time Lecturer Evaluations with  
One-Year or Three-Year Appointments  
Spring Semester 2024**

<u>Procedures</u>	<u>Due Dates</u>
1. The lecturer <i>may</i> ask tenured/tenure-track faculty peers to provide written input or reviews on behalf of lecturer to the lecturer. The lecturer <i>may</i> submit this input or review to his/her department chair.	<b>Mon., February 12</b>
2. The lecturer <i>may</i> submit his/her Annual Self-Assessment (Senate Policy 528, Appendix A), a copy of his/her appointment letter, and other evaluative material to his/her department chair.	<b>Mon., February 12</b>
3. The department chair completes the Department Chair's Annual Evaluation (Senate Policy 528, Appendix B) and forwards the evaluation to the appropriate Academic Dean and gives a copy to the lecturer.	<b>Mon., February 26</b>
4. The lecturer may write a response to the department chair's evaluation. The lecturer shall give the response to the appropriate Academic Dean and provide a copy of the response to the department chair.	<b>Thur., March 7</b>
5. The Academic Dean completes the appropriate portions of the Department Chair's Evaluation. If the Dean does not concur with the evaluation of the department chair, the Dean shall write a separate evaluation. The Dean shall give the lecturer a copy of the department chair's evaluation, which now includes the Dean's input. If the Dean writes a separate evaluation, the Dean shall give a copy to lecturer.	<b>Thur., March 14</b>
6. The lecturer may write a response to the appropriate Academic Dean's evaluation and if such a response is written, the lecturer shall give the response to the Academic Dean. The lecturer shall give a copy of his/her response to his/her department chair.	<b>Mon., March 25</b>
7. The Academic Dean shall forward all evaluation material, including responses from the lecturer to the Human Resources Office. The Human Resources Office shall insert all evaluation material and responses into the lecturer's Personnel Action File.	<b>Mon., April 1</b>

*Graham Benton, Associate Provost*