



## Procedures and Timeline for Periodic Evaluations Spring Semester 2021

<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 (AP).	<b>Fri., February 19</b>
2. The AP provides the faculty member's <i>Periodic Evaluation Faculty Activity Report</i> to the Chair of the Department RTP Committee.	<b>Mon., February 26</b>
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.	<b>Fri., March 5</b>
4. The Department Chair completes the <i>Periodic Evaluation Form</i> and forwards all evaluation material to the appropriate Academic Dean.	<b>Fri., March 12</b>
5. The Academic Dean completes the appropriate portion of the <i>Periodic Evaluation Form</i> and forwards all evaluation documents to the AP.	<b>Fri., March 19</b>
6. The AP 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.	<b>Fri., April 2</b>

*Graham Benton, Associate Provost*