



**Procedures and Timeline for Periodic Evaluations
Spring Semester 2024**

<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).	Fri., February 16
2. The AP provides the faculty member's <i>Periodic Evaluation Faculty Activity Report</i> to the Chair of the Department RTP Committee.	Mon., February 26
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 appropriate Academic Dean.	Fri., March 8
5. The Academic Dean completes the appropriate portion of the <i>Periodic Evaluation Form</i> and forwards all evaluation documents to the AP.	Fri., March 15
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.	Mon., April 1

Graham Benton, Associate Provost