



**Procedures and Timeline for Periodic Evaluations  
Spring Semester 2023**

| <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 17</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 27</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 3</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 10</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 17</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>Mon., April 3</b>     |

*Graham Benton, Associate Provost*