

## **A motion to change the reporting period and the starting date for the personnel evaluation annual timeline**

Submitted by the Faculty Issues Committee

### Rationale

The current personnel timeline is compressed and does not provide adequate time for the preparation of evaluations by chairs and directors or for informal appeals of evaluations by faculty. The proposed changes address these problems.

### **Current Handbook**

#### **1.4.1.1.1 Evaluation Procedures for Tenured and Tenure-track Faculty**

(to be deleted)

1. Prior to the second Friday of each Fall Semester, each returning faculty member shall submit to the Department Chair a Faculty Annual Report, which includes specific information concerning the faculty member's significant activities for the past academic year in the areas of teaching, professional contributions, and university service, and a brief statement of what the faculty member hopes to accomplish in each area for the upcoming academic year.

4. The Department Chair shall send a copy of the proposed faculty evaluation to the faculty member under evaluation by the date specified in the University's Time Schedule for Personnel Decisions. All faculty members shall be given the opportunity to respond to the tentative evaluations of themselves by their Department Chair before the evaluation from the Chair is signed and forwarded to the College Dean.

### **New Handbook**

(to be added)

1. The time period for annual faculty evaluations shall be from May 15<sup>th</sup> to May 14<sup>th</sup> of the following year. Each continuing faculty member shall submit to the Department Chair Prior to the first Tuesday after May 15<sup>th</sup> a Faculty Annual Report. This report should include specific information concerning the faculty member's significant activities for the past academic year in the areas of teaching, professional contributions, and university service, and a brief statement of what the faculty member hopes to accomplish in each area for the upcoming academic year.
4. The Department Chair shall send a copy of the proposed faculty evaluation to the faculty member under evaluation no later than the end of the first week of regularly scheduled classes in the Fall Semester. All faculty members shall be given the opportunity to respond to the tentative evaluations of themselves by their Department Chair before the evaluation from the Chair is signed and forwarded to the College Dean.