Faculty Personnel Committee

Dates for Academic Review and Action

2023 – 2024 Academic Year

**September 2023**

By the 1st College Deans conduct an election to provide a Merit Pay Peer Review Committee (if merit pay is available) for each college

By the 5th College Deans select and notify Third Year Review Committee(s)

By the 8th Department Chair notifies faculty needing third year review to assemble his/her portfolio and related materials for review

By the 22nd Course Evaluations (1st 8-week courses) The COL makes course evaluations available to all 1st 8-week courses

By the 29th Faculty seeking promotion and/or tenure forward letters of intent to his/her Department Chair with copies sent to both the College Dean and Chair of the Promotion and Tenure Committee

**October 2023**

By the 6th ALL Faculty forward self-reports to their Department Chair.

Faculty seeking retention forward their portfolio and supporting materials to their Department Chair

Faculty requiring third-year review forward their portfolio and related materials to the appointed Third Year Review Committee

Faculty seeking promotion and/or tenure forward their portfolio and related material to their Department Chair

By the 27th Third-Year Review Committees forward their results to the department chairs

**November 2023**

By the 3rd Department Chairs forward their recommendations for faculty applying for retention, promotion, and/or tenure, along with portfolios, to the College Dean

By the 10th Course Evaluations (16-week and 2nd 8-week courses). Department Chairs distribute evaluation packets to members of the faculty teaching in-person and hybrid courses; The COL makes available course evaluations for all WEB 80 and WEB 100 courses

By the 17th Department Chairs forward remaining evaluated faculty self-reports to their college dean

**December 2023**

By the 1st ALL Faculty return sealed course evaluation packets to the Department Chair or Administrative Assistant, as directed by the Chair.

By the 8th College Deans forward recommendations and portfolios for faculty seeking promotion and/or tenure to the Chair of the Promotion and Tenure Committee

College Deans forward recommendations and portfolios for faculty seeking retention to the Chair of the Retention Committee

Department Chair collects all evaluation packets and arranges for them to be scanned; Results are tabulated by IT and packets, with summary sheets forwarded to College Deans

**January 2024**

By the 12th College Deans complete remaining college faculty self-evaluations

College Deans forward course evaluations packets to Department Chairs to distribute to the Department Faculty

**February 2024**

By the 2nd Department Chairs return course evaluation packets from the fall semester, with summary sheets, to the faculty

By the 12th Chair, Promotion and Tenure Committee forwards recommendations to faculty applicants with copies to College Deans and Department Chairs

By the 23rd Course Evaluations (1st 8-week courses.) The COL makes course evaluations available to all 1st 8-week courses

By the 23rd Provost / VPAA forwards recommendations for retention, tenure, and promotion to the University President.

Department Chairs discuss merit evaluations with faculty members and forward recommendations to College Dean. If a faculty member disagrees with merit evaluation they may opt for a Peer Review Committee process to be implemented

**March 2024**

By the 4th University President notifies faculty of the decision regarding retention, tenure, and/or promotion

Faculty Members disputing merit evaluation forward materials to Peer Review Committee for consideration

By the 15th College Deans forward recommendations for merit pay (if available) to the Provost/VPAA, except for faculty whose merit pay is under consideration by the Peer Review Committee

Peer Review Committees forward their review reports to the faculty members, the Department Chairs, and College Deans

By the 18th College Deans meet with faulty whose evaluation was under consideration by the Merit Pay Peer Review Committees and Department Chair, to resolve the issue, then forward their recommendations to the Provost / Vice President of Academic Affairs

By the 29th The Provost / VPAA forwards recommendations for merit pay to the President

**April 2024**

By the 15th Course Evaluations (16-week and 2nd 8-week courses). Department Chairs distribute evaluation packets to members of the faculty teaching in-person and hybrid courses; The COL makes available course evaluations for all WEB 80 and WEB 100 courses

**May 2024**

By the 3rd ALL Faculty return sealed course evaluation packets to the Department Chair or Administrative Assistant, as directed by the Chair

By the 10th Department Chairs collect all evaluation packets and arrange for them to be scanned. Results are tabulated by IT and packets, with summary sheets forwarded to College Deans