



Procedures and Timeline for Periodic Evaluations Spring Semester 2025

<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 14
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 24
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., February 28
4. The Department Chair completes the <i>Periodic Evaluation Form</i> and forwards all evaluation material to the appropriate Academic Dean.	Fri., March 7
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 14
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., March 31

Graham Benton, Associate Provost