

Performance Review and Evaluations

Faculty Classification	Status	Student Evaluations	Peer Observation	Dept. Chair Observation	PET Deadline	Dept. Chair Deadline	Deans Deadline	Comments
¹ Regular FT TENURED	5 TH YR.	FALL ONLY	One (1) per semester	One (1) per academic year	1-Apr	8-Apr	15-May	IF on leave, evaluate following year; IF official intent to retire submitted (regular or phased) evaluation not required. Evaluate on last 5 yrs. – not just the last AY.
² Regular FT FALL HIRES (Tenure Track)	FIRST YR.	FALL & SPRING All Classes	Two (2) If Formal (Written)	One (1) if Formal (Written)	30-Jan	7-Feb	28-Feb	Recommendation Renewal/Non-renewal
			*Formative (Verbal)	*Formative (Verbal)	7-Feb	7-Feb	7-Feb	
	2 ND -4 TH YR.	FALL & SPRING All Classes	Two (2) per semester	One (1) per academic year	1-Nov	8-Nov	15-Dec	2 nd -4 th Recommendation Renewal/Non-renewal
	5 TH YR.	FALL & SPRING All Classes	Two (2) per semester	One (1) per academic year	15-Feb	15-Feb	8-Mar	Follow Tenure Guidelines
² Regular FT SPRING HIRES (Tenure Track)	FIRST YR.	FALL & SPRING All Classes	Two (2) If Formal (Written)	One (1) if Formal (Written)	23-Sep	30-Sep	30-Oct	Recommendation Renewal/Non-renewal
			*Formative	*Formative	30-Sep	30-Sep	30-Sep	
	2 ND -4 TH YR.	FALL & SPRING All Classes	Two (2) per semester	One (1) per academic year	1-Nov	8-Nov	30-Nov	Recommendation Renewal/Non-renewal
	5 TH YR.	FALL & SPRING All Classes	Two (2) per semester	One (1) per academic year	1-Oct	1-Oct	21-Oct	³ Follow Tenure Guidelines
¹ FULL-TIME TEMPORARY	ACADEMIC YEAR APPOINTMENT	FALL & SPRING All Classes	One (1) in Spring	One (1) in Spring	1-Apr	8-Apr	15-May	
¹ PART-TIME TEMPORARY	ACADEMIC YEAR APPOINTMENT	FALL & SPRING All Classes	One (1) in Spring By Dept. Committee or Dept. Chair		1-Apr	8-Apr	15-May	
¹ PT/FT TEMP FALL	FALL APPOINTMENT	All Classes	One (1) in Fall By Dept. Committee or Dept. Chair		1-Nov	8-Nov	30-Nov	If rehired in Spring, no evaluation due in Spring
¹ PT/FT TEMP SPRING	SPRING APPOINTMENT	All Classes	One (1) in Spring By Dept. Committee or Dept. Chair		1-Apr	8-Apr	15-May	
¹ INTERIM (FALL SEMESTER)	FT TENURED	Fall If on interim for teaching	1 in Fall If on interim for teaching	1 in Fall If on interim for teaching	1-Apr	8-Apr	15-May	Advance written notice must be given to faculty member in the semester preceding interim review.
¹ INTERIM (SPRING SEMESTER)	FT TENURED	Spring If on interim for teaching	1 in Spring If on interim for teaching	1 in Spring If on interim for teaching	1-Nov	8-Nov	15-Dec	

¹Deans shall address review/response letters to the faculty member with copies to: Provost, department chair, department committee.

²Deans shall address review and recommendation letters to the faculty member with copies to: President, Provost, department chair, department committee.

³Deans shall address response/recommendation to the UTC with a copy to the faculty member, department chair, department committee

*Formative Evaluations = Verbal qualitative assessment using criteria in Article 12 B. and following the evaluative processes defined in C.1.a & b.

SFI Summary: Fall Semester - 5th Yr. Tenured, Tenure Track, and Temps (Interims as required)
Spring Semester - Tenure Track and Temps (Interims as required)