

### CoA Annual Faculty Review Timeline - Tenured, Tenure-Track and Renewable Term Faculty

Dates may vary slightly as deadlines should fall on weekdays.

Date	Action	NOV				DEC				JAN				FEB				MARCH				APRIL				MAY				JUNE			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
11.15	Divisions submit next year's Evaluation Criteria to Dean		●																														
12.01	Dean submits Evaluation Criteria to Provost				●	■	■	■	■																								
12.15	Dean and Provost issue notice to faculty to prepare annual reports *								●																								
01.31	T, T-T and RT faculty submit annual reports to Directors									■	■	■	■	■	■	■	■																
02.01-02.28	Evaluation Committees hold Initial Review and Face-to-Face faculty meetings													■	■	■	■																
03.01	Directors submit complete evaluation packages to faculty for signature																				●												
03.7	Faculty submit signed packages back to Directors																				●												
03.14	Directors submit signed packets to Dean																				●												
03.14-04.01	Dean reviews packets																					■	■	■	■								
04.01	Dean forwards packets to Provost; final copies are given to Directors and Faculty																				●												
05.08	Directors submit final PTT letters to Dean																																●
05.30	Dean submits PTT letters to Provost																																●

\* The Provost's request also requires mini-vitas from those holding endowed chairs and professorships, post-tenure review dossiers, updating Faculty Capabilities and Interests Database, etc. See the Provost's Annual Faculty Performance Evaluations letter to Deans, Directors/Chairs for further details and specific requirements.