**Key Dates: Faculty Evaluations CY2020 and 2nd/4th Year and Associate Professor Reviews**

1. Faculty members should submit all annual evaluation documents as Word documents; the c.v. can be submitted either as Word or pdf. All evaluation materials for individual faculty members should be consolidated in a single pdf file prior to uploading to the college.
2. For faculty subject to 2nd or 4th year or Associate Professor review:
   1. Peer teaching evaluations are expected as part of the review. For those teaching only in the Fall semester, peer evaluations need to be done this semester.
   2. Review dossier should use the format of the P&T dossier (omit external letters) as a Word document instead of pdf. Table of contents and bookmarks are not required.
   3. Annual FAR’s should still be submitted on the annual review schedule below:

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| **ANNUAL REVIEW KEY DATES** | |
| **Date** | **Activity** |
| On the Date Determined by Head of the Department | Faculty members submit electronic copy of all faculty evaluation materials to the Department Head. |
| January 20, 2021 | Annual Activity reports from associate dean direct reports due to appropriate Associate Dean. |
| February 3, 2021 | Department Head uploads electronic copies of c.v. and FAR including his/her comments and recommendations to Google site. Kelly will provide details. |
| February 10, 2021 | Department Head submits Department Summary to Dean and Associate Dean for Research and Faculty Affairs. Department Head should also upload his or her own c.v. and FAR to the Google site.  Associate Deans submit annual activity reports to Dean. |
| Feb. 24 - March 10, 2021 | Dean meets with department heads and associate deans to review evaluations and department summary. |
| March 17, 2021 | FAR’s with final AACSB classification and teaching load uploaded to Google site. |
| March 18 - 31, 2021 | Department heads meet with all faculty members except those in 2nd and 4th year review to communicate and discuss annual reviews. |
| **2nd AND 4th YEAR and ASSOCIATE PROFESSOR REVIEW KEY DATES** | |
| April 14, 2021 | Department Head uploads dossier (including letter from Department P&T Committee) for each faculty member being reviewed to Google site as Word file and uploads as a separate Word file draft 2nd or 4th year department head letter. |
| April 21, 2021 | Dean returns department head letters with any revisions. |
| April 28, 2021 | Department Head uploads final version of letter to Google site. |
| May 3 -7, 2020 | Department Head meets with each faculty member reviewed to review letter.  **Any formal personnel action pursuant to 2nd and 4th year reviews must be approved by the Dean and communicated to faculty member by May 7, 2021.** |