

Faculty Personnel Committee
Dates for Academic Review and Action
2020 – 2021 Academic Year

September 2020

- 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 4th
By the 7th **College Deans** select and notify Third Year Review Committee(s)
- Department Chair** notifies faculty needing third year review to assemble his/her portfolio and related materials for review
- By the 16th **Course Evaluations (1st 8-week courses)**
The COL makes course evaluations available to all 1st 8-week courses.
- By the 25th **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 2020

- By the 1st **ALL Faculty** forward self-reports to his/her Department Chair
- Faculty seeking retention** forward his/her portfolio and supporting materials to their Department Chair
- Faculty requiring third-year review** forward his/her portfolio and related materials to the appointed Third Year Review Committee
- Faculty seeking promotion and/or tenure** forward his/her portfolio and related material to his/her Department Chair
- By the 23rd **Third-Year Review Committees** forward their results to the department chairs

November 2020

- By the 2nd **Department Chair** forward their recommendations for faculty applying for retention, promotion, and/or tenure, along with portfolios, to the College Dean
- By the 5th **Course Evaluations (16-week and 2nd 8-week courses)**
Department Chairs distribute evaluation packets to members of the faculty.
The COL makes course evaluations available to all 2nd 8-week courses
- By the 15th **Department Chair** forwards remaining evaluated faculty self-reports to his/her College Dean
- By the 30th **ALL Faculty** return sealed course evaluation packets to the Department Chair

December 2020

- By the 5th **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 2021

By the 15th

College Deans complete remaining college faculty self-evaluations
College Deans forward course evaluations packets to Department Chairs to distribute to the Department Faculty

February 2021

By the 1st

Department Chair return course evaluation packets, with summary sheets, to the faculty.

By the 5th

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

By the 18th

Chair, Retention 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 2nd 8-week courses

Provost / VPAA forwards recommendations for retention, tenure, and promotion to the University President

Department Chair 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 2021

By the 5th

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

By the 13th

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

By the 20th

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

By the 27th

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

College Deans meet with faculty 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

The Provost / VPAA forwards recommendations for merit pay to the President.

April 2021

By the 15th

Course Evaluations (16-week and 2nd 8-week courses)

Department Chairs distribute evaluation packets to members of the faculty.

By the 24th

The COL makes course evaluations available to all 2nd 8-week courses

ALL Faculty return sealed course evaluation packets to the Department Chair

May 2021

By the 1st

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