

## **DEADLINES for AY2022-23 EVALUATIONS**

The following deadlines apply for individuals submitting outside letters to the head officer and for departments forwarding recommendations and supporting files to the Provost's Office:

<b>Evaluation</b>	<b><i>File due to Department (evaluee access to Google evaluation site ends)</i></b>	<b><i>Outside letters due to Department (deliberative meeting must not occur prior to this date)</i></b>	<b><i>File due to Dean's Office (department access to Google evaluation site ends)</i></b>
Tenure OR Tenure + Promotion to Associate	September 5 OR January 9	September 19 OR January 23	October 3 OR February 6
Promotion to Associate	September 5 OR January 9	September 19 OR January 23	October 3 OR February 6
Promotion to Full	September 5 OR January 9	September 19 OR January 23	October 3 OR February 6
3-year Assistant	October 24	November 7	November 21
5-year Professor	September 5	September 19	October 3
3-year Associate	January 19	February 2	February 16
3-year Instructor	January 30	February 13	February 27
Spring approved evaluation files	January 19	February 2	February 16

**First- and Second-year Faculty Members** will be evaluated only within the department by means of a written progress report by the head officer that should be forwarded to the individual and the Provost by **June 30, 2023**. Second-year letters are available to the Faculty Advancement Committee during the third-year review process.

**Importance of deadlines:** It is very important that deadlines for the departmental submission of files be met. The Faculty Advancement Committee must complete its review of the tenure and promotion candidates prior to scheduled meetings of the Board of Trustees. The individual being evaluated is entitled to a timely decision and timely information on the substance of the evaluation. An incomplete file or a file submitted after the deadline may delay a tenure or promotion decision.

**Exceptions and extensions.** The Professional Standards Committee and the Faculty Advancement Committee recognize that the shifting patterns of evaluations from year to year in larger departments may produce in some years a cluster of evaluations due on or near the same date. Under such circumstances, the department may work with the Provost to establish a schedule for submitting files to the Advancement Committee. The object of such a schedule should be to permit a reasonable distribution of departmental evaluation meetings across a period consistent with the need for a timely process. **In all such cases, the expectation must remain that evaluatees will submit their files to the department in accord with the schedule above and that all outside letters sent to the head officer must be received no later than ten working days after that same published date (see above).** ("Faculty Evaluation Procedures & Criteria" 3).