

TO: Full-Time Faculty
FROM: Michelle Maldonado, Ph.D.
Provost/Senior Vice President for Academic Affairs
DATE: August 29, 2023
SUBJECT: Annual Evaluation Schedule - 2023/2024

In accordance with Appendix VII of the *Faculty Handbook* on reappointment and non-reappointment of non-tenured tenure track faculty, **all evaluations materials including a faculty s self-report and departmental, dean and other evaluative documents** will be submitted to the University-provided systems (SharePoint).

Reminder: As per Section 32.0 of the *Faculty Handbook*, if a due date lands on a weekend or holiday, the deadline will be the next earliest weekday the University is open.

Below is the schedule for the process.

FIRST YEAR FACULTY

A) An electronic Self Report is submitted by the Candidate to the SharePoint site - November 17, 2023

B) submitted by the chair to
SharePoint for Candidate to view - January 2, 2024

C) Candidate s written response (ieW*nBT/F1 12 Tf1 0 0 1 1082 323.5 Tm0 g0 0.036 Tc(C))JTJET

SECOND YEAR FACULTY

- A) An electronic Self Report is submitted by the Candidate to the SharePoint
October 2, 2023
- B) submitted by the chair to
SharePoint for Candidate to view November 2, 2023
- C) Candidate s written response (if any) submitted by the Candidate to SharePoint

SUGGESTED OUTLINE FOR SELF REPORTS

1.0 Progress on objectives for the previous year. List each objective and provide a brief comment on how completely the objective was achieved.

2.0

2.1 Teaching

2.1.1 Summary of student feedback report and personal analysis of that information.

2.1.2 Summary of other evaluative information on video tape, etc., etc.) and analysis.

2.2 Research and Scholarly Activity

2.2.1 Evidence of research activity during the year.

2.2.2 Personal conclusions.

2.3 University and Community Service

2.3.1 List of activities (specify).

2.3.2 Personal comments.

3.0 Other relevant information.

4.0 Objectives for the next year.

5.0 Long term goals (update).

6.0 Current Vitae