

Evaluation and Annual Report Process

Evaluations (Submitted every March) cover: 1. Previous fiscal year - Any increase in salary can be budgeted for the next fiscal year - Eliminates giving an increase within a fiscal year - Eliminates delay's between performance and awards		Annual Reports (Submitted every December) cover: 1. Past fiscal year (FY14) 2. Current Fiscal Year (FY15) 3. Proposal for next fiscal year (FY16) - Includes foreseeable increases in salary based on performance to date - Anticipates changes in funding (new awards, expiring grants)			
Faculty's Responsibility		Chair's Responsibility		Dean's Office	
Proposed Calendar	Jan-15	Feb-15	Mar-15	Apr-15	May-15
DIGITAL MEASURES TRAINING (For ALL faculty and departmental administrators)		2/26/15			
Call for FARs, Updated CVs, and Career Development Forms			3/8/15		
Call for Annual Reports (Including Decanal)			3/8/15		
Call for Chairperson Self-Assessment			3/8/15		
Call for Chairpersons Annual Evaluation of Faculty w/Rosters and Non Renewals			3/8/15		
Call for Senior Faculty Multi-year Renewal			3/8/15		
Call for Faculty Input to Chair Evaluation due to Dean's Office			3/16/15		
Chairperson FARs and updated CVs are due to Dean's Office				4/3/15	
Chair Self- Assessment Due to Dean				4/3/15	
Faculty Input to Chair Evaluation Due to Dean				4/3/15	
FARs due to Chairs and Updated CVs				4/3/15	
Faculty Career Development Form Due to Chair				4/3/15	
Faculty Career Development Discussion with Chair (after planning meeting with the Dean)				4/3-30/15	
Chairperson Annual Evaluation of Faculty Due to Chairs from Center/Institution Directors				4/14/15	
Chairpersons Annual Evaluation of Faculty (CAEF) Evaluations Due				4/28/15	
Annual Reports Due				4/28/15	
Consolidation of Faculty Input to Chair Evaluation				4/28/15	
Call for FY12 / 13 Chair Activity Plan and Core Competencies (After					5/28 /15

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Evaluation Meeting)					
Activity Plan and Core Competencies Due to Dean					5/28/15
Chair / Dean FAR / Evaluation Meeting					May
Faculty Career Development Form due to Dean's Office					May