

Annual Faculty Evaluation Schedule

Evaluation Period – Calendar Year of 2023

- January 2023 Chair sets percentages with faculty; reset department criteria for annual faculty evaluation
- 2-09-24 Each faculty member shall have up-to-date materials for Areas 1, 2, and 3 in Watermark for the review year. Other documentation and supporting materials may need to be provided as determined by the chair via advance consultation with the faculty member (per [Policy 2:053](#)).
- 2-09-24 Optional annual self-evaluation completed within Watermark. If no self-evaluation is completed, the Watermark workflow will auto-advance and still generate the Annual Activity Report.
- 4-12-24 Evaluation completed by Chair within Watermark and evaluation meeting conducted with faculty member
- 4-19-24 Deadline for faculty to acknowledge the Chair's evaluation or submit written letter of appeal to Dean
- 4-26-24 Appeal decision made by Dean and letter posted in Watermark
- 5-03-24 Deadline to submit letter of appeal of Dean's decision to Provost (if applicable)
- 5-10-24 Appeal decision made by Provost and letter uploaded to Watermark for the faculty member, chair, dean, and HR to review