

## Annual Faculty Evaluation Schedule

### Evaluation Period – Calendar Year of 2024

- Jan. 2024 Chair sets percentages with faculty; reset department criteria for annual faculty evaluation.
- 2-14-25 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](#)).
- 2-14-25 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.
- 4-17-25 Evaluation completed by Chair within Watermark. Evaluation meeting conducted with faculty member
- 4-25-25 Deadline for faculty to acknowledge the Chair's evaluation or submit written letter of appeal to Dean
- 5-2-25 Appeal decision made by Dean and letter posted in Watermark
- 5-9-25 Deadline to submit letter of appeal of Dean's decision to Provost (if applicable)
- 5-16-25 Appeal decision made by Provost and letter uploaded to Watermark for the faculty member, chair, dean, and HR to review