

## Annual Faculty Evaluation Schedule

### Evaluation Period – Calendar Year of 2021

- January 2021 Chair sets percentages with faculty; reset department criteria for annual faculty evaluation
- 2-11-22 Each faculty member shall provide an electronic updated vita to the chair along with a listing of accomplishments in Areas 1, 2, and 3. 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 [https://www.apsu.edu/policy/2s\\_academic\\_policies/2053-annual-faculty-evaluation-review.php](https://www.apsu.edu/policy/2s_academic_policies/2053-annual-faculty-evaluation-review.php) )
- 2-11-22 Optional annual self-evaluation due to Chair
- 4-05-22 Evaluation form completed by Chair & evaluation meeting conducted with faculty member
- 4-12-22 Evaluations signed by Chair and faculty member/submit copies to HR & Dean
- 4-19-22 Deadline to submit written letter of appeal to Dean (if applicable)
- 4-26-22 Appeal decision made by Dean and letter sent to faculty member, Chair, and HR
- 5-03-22 Deadline to submit written letter of appeal of Dean's decision to Provost (via email) (if applicable)
- 5-10-22 Appeal decision made by Provost and letter sent to faculty member, Chair, Dean, and Human Resources