

Annual Faculty Evaluation Schedule

Evaluation Period – Calendar year of 2019

Revised March 24, 2020

Revisions Provide a Two Week Extension of Schedule

- January, 2019 Chair sets percentages with faculty; reset department criteria for annual faculty evaluation
- 2-14-20 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)
- 2-14-20 Optional annual self-evaluation due to Chair
- 4-21-20 Evaluation form completed by Chair & evaluation meeting conducted with faculty member (HR is permitting the evaluation meetings to be conducted via Zoom)
- 4-28-20 Evaluations signed by Chair and faculty member/submit copies to HR & Dean (HR is revising the evaluation template so that the completed evaluations can be signed via DocuSign)
- 5-05-20 Deadline to submit written letter of appeal to Dean via email (if applicable)
- 5-12-20 Appeal decision made by Dean and letter sent via email to faculty member, Chair, and HR
- 5-19-20 Deadline to submit written letter of appeal of Dean's decision to Provost (via email) (if applicable)
- 5-26-20 Appeal decision made by Provost and letter sent via email to faculty member, Chair, Dean, and Human Resources