

COLLEGE OF EDUCATION CALENDAR FOR 2020 ANNUAL PERFORMANCE REVIEWS

Due Date	Action Required
December 1, 2020	Office of the Dean: Notify all appointed personnel (faculty) to submit annual performance reviews by January 31 to Department Heads.
December 1, 2020	Department Heads: Ensure that all faculty have a copy of the Department criteria for annual performance reviews.
December 14, 2020	Office of the Dean: Notify administrators and direct reports (deans, heads and directors) supervised by the Dean to submit annual performance reviews by April 15.
January 13-29, 2021	Department Heads: Meet with Department Peer Review Committee (DPRC) to reinforce procedures and criteria for annual performance reviews.
January 31, 2021	Faculty: Submit annual performance reviews to the Department Head.
February 1, 2021	Department Heads: Forward faculty performance reviews and accompanying materials to the Department Peer Review Committee (DPRC), keeping the materials on file in the Department Office.
	NOTE: Begin with tenure-eligible assistant professors.
February 2-March 1, 2021	Department Peer Review Committees (DPRC): Evaluate performance reviews (beginning with tenure-eligible assistant professors) and forward evaluations, accompanying materials, and evaluation forms (<i>Faculty Evaluation Form by Department Peer Review Committee</i>) to Department Heads by March 1.
March 1, 2021	Department Peer Review Committees (DPRC): Forward annual performance evaluations, accompanying materials, and peer evaluation forms (<i>Faculty Evaluation Form by Department Peer Review Committee</i>) to the Department Head.
March 1, 2021	Office of the Dean: Remind Department Heads to evaluate assistant professors who did not undergo a third-year review before evaluating other faculty. Annual performance reviews for assistant professors due to the Dean by March 30.

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March 1-March 19, 2021	<p>Department Heads: Conduct an election to fill vacancies on <u>next year's</u> Department Peer Review Committees (DPRCs) whose members evaluate annual performance evaluations and promotion and/or tenure dossiers.</p> <p>Note: At the discretion of the Department Head, a separate committee may be elected or appointed to review career-track faculty.</p>
March 2-March 30, 2021	<p>Department Heads: Evaluate each tenure-eligible assistant professor who did not undergo a P&T or third-year review and complete a <i>Faculty Performance Evaluation by Department Head</i>. Discuss results of performance reviews with tenure-eligible assistant professors and agree on professional development objectives for the next year.</p>
March 30, 2021	<p>Department Heads: Forward annual performance reviews, accompanying materials, and letters of evaluation from the DPRC and the Department Head for all tenure-eligible assistant professors who did not undergo a P&T or third-year review to the Office of the Dean.</p>
April 15, 2021	<p>Administrators and Direct Reports (Deans, Department Heads, and Directors) supervised by the Dean: Submit annual performance reviews to the Dean. Evaluations address only administrative duties.</p>
March 31-April 30, 2021	<p>Department Heads: Discuss results of annual performance evaluations with other tenured faculty and career-track faculty and agree on professional development objectives for the next year.</p>
March 31, 2021	<p>Dean and Associate Dean: Examine the annual performance reviews and the evaluations of the DPRC and the Department Head of each tenure-eligible assistant professor who did not undergo a third-year review.</p>
April 1-May 14, 2021	<p>Dean, Associate Dean, and Department Head: Discuss the results of annual performance reviews with each tenure-eligible assistant professor who did not undergo a third-year review and agree on professional development objectives for the next year. Focus on progress toward promotion and tenure.</p>
	<p>NOTE: Assistant to the Dean will coordinate these meetings.</p>

Due Date	Action Required
May 3-May 28, 2021	Dean: Discuss results of annual performance reviews with Deans, Department Heads, and Directors directly supervised and discuss goals for the next year.
May 3-July 23, 2021	Department Heads: If any tenured faculty member receives an overall rating of unsatisfactory as a result of the review process, Department Heads conduct an enhanced evaluation.
May 14, 2021	Department Heads: Submit annual performance reviews, accompanying materials, and letters of evaluation from the DPRC and the Department Head for any tenured faculty selected for <u>post-tenure review</u> to the Dean's Office. The <i>Department Performance Evaluation Summary</i> must also be submitted to the Dean's Office and list the name of each tenured faculty with peer rankings by the DPRC for teaching, research, and service, and overall and the Department Head's overall rating.
July 26-August 31, 2021	An improvement plan for tenured faculty who undergo an enhanced review resulting in an unsatisfactory rating must be developed.