ANNUAL AND POST-TENURE REVIEW TIMELINE FOR ACADEMIC YEAR 2020-2021

College of Education

Dates may change depending upon updated Provost’s timeline and any revisions in College procedures.

The Department Chair is responsible for conducting and submitting the completed annual reviews to the Dean each year. The general timeline for conducting annual faculty reviews is as follows (See special note about timeline and other requirements below; also see Dean’s memo for additional information):

Mid-September – October 15
- The Dean’s Office will send the link to the electronic survey for the annual faculty reviews to all COE faculty by mid-September. Faculty members are required to complete the survey by Oct 15.
- In addition to completing the survey, the Department Chair may ask faculty to submit more materials as per departmental procedures/expectations.

Oct 15 – February
- Each Department sets its own internal procedures and deadlines to complete the following tasks:
  - The Department Chair completes a review and evaluation of the submitted materials, furnish a letter on individual faculty’s goals, teaching, scholarly work, service activities, and personal characteristics (i.e., Chair’s Letter), and communicate the information of the letter with individual faculty;
  - If relevant, the Department Chair secures feedback from the Department Personnel Committee and/or tenured faculty on submitted materials;
  - The faculty gets a copy of the Chair’s letter (signed by both the Department Chair and the faculty; faculty signature is not required) before it goes to the Dean.

March 1
- The Department Chair sends his/her letter on an individual faculty to the Dean by March 1.
Special Note

1. Full Professors as well as Associate Professors and Lecturers NOT going through a Tenure/Promotion Review during the 2020-2021 academic year must complete the entire electronic survey/report no later than October 15, 2020;

2. Associate Professors and Lecturers who ARE going through a Tenure/Promotion Review during the 2020-2021 academic year must complete the SCHOLARSHIP SECTIONS ONLY by October 15, 2020;

3. Assistant Professors NOT going through Tenure/Promotion or Mid-Probationary Review must complete the entire survey/report by the first day of the Spring 2021 semester (i.e., January 18, 2021);

4. Assistant Professors who ARE going through Tenure/Promotion or Mid-Probationary Review must complete the SCHOLARSHIP SECTIONS ONLY by October 15, 2020.

5. COE administrators, who hold academic rank, fill out the SCHOLARSHIP SECTION of the survey only;

6. Each Department (Chair) will use his/her own judgment and guidelines for evaluating and/or mentoring their first-year hires until they are ready to complete the survey next year.