

Annual or Mid-Contract Review Timeline

Candidate

Department

Dean

The following schedule is suggested. The department chair in consultation with the candidate may modify it as appropriate to meet University deadlines.

Candidate (with help of department chair and/or department manager) assembles the following:

**Mid-summer –
Late July**

- Information on teaching (list of courses taught, syllabi, peer observations)
- Current CV
- Candidate's statement
- Department Standards & Criteria (for each department, if a joint appointment)
- Publications
- Teaching evaluations

Sometimes the candidate only supplies the CV and statement, and the department chair or manager supplies the rest. After the material is assembled, it is turned over to the department.

**Early August –
Early October**

The department chair calls a meeting of the eligible voting faculty to review and discuss the candidate's material. The chair may either write, or assign a committee to write, a draft of the review to share at the meeting, or the review may be written after the meeting.

After the review is completed and has been reviewed by the faculty, the department chair submits it to the cognizant dean through Interfolio.

October 15, 2024

The cognizant dean reads the review and either approves it or recommends changes. If changes/additions need to be made, the review is returned to the department chair.

**November –
December**

After the dean approves the annual review, the department chair arranges to meet with the candidate to discuss the review. Timely receipt of written feedback is essential for junior faculty members, and this meeting should take place before the end of the semester.

**Following review
meeting**

The candidate signs the confirmation of receipt form, and has the right to prepare a written response to the annual review.

Handbook of Academic Administration, Chapter 9.1: The faculty member who has thus been reviewed may submit a written comment on the review, and such comments shall also be placed in their official department file, Faculty Personnel files, and also included with the annual review when the dossier is submitted to the Tenure, Promotions, and Appointments Committee for reappointment, tenure, or promotion review. Lack of a response by such an individual shall not be construed as necessarily signifying total agreement with the final evaluation report.

By December

The department chair submits the final version of the annual review, the signed confirmation of receipt, and the candidate's response (if one was made) through Interfolio to the cognizant dean.