

## Annual Review Timeline

Candidate

Department

Dean

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

**Mid summer-  
Late July** Candidate (with help of department chair and/or department manager) assembles the following:

- **Information on teaching (list of courses taught, syllabi, peer observations)**
- **Current CV**
- **Candidate's statement**
- **Department Standards & Criteria**
- **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  
to Early  
October** The department chair may write or assign a committee to write a draft annual review, or the chair may instead have the eligible voting faculty review the material and discuss at the meeting, then write the report based on the discussion.

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

**October 15  
2020** The annual review is uploaded to the system for initial review. If changes/additions need to be made, the department chair is asked to revise the review.

**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.

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 final evaluation report, and such comments shall also be placed in his/her 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 dean.