

MEMORANDUM

To: Members of the General Faculty

From: Faculty Personnel Committee
Justin Pruneski, Chair
Michele Castleman, Secretary
DoHee Kim-Appel
Ryan Musgrave

Date: July 31, 2024

Subject: Important Dates for Academic Year 2024-2025

Please make careful note of the following dates and deadlines. Some of the descriptive text that accompanies the deadlines summarizes the details of the Faculty Manual. Faculty and other readers should review the referenced sections of the Faculty Manual for exact requirements.

June 21, 2024

- Chair evaluations of adjuncts teaching during Summer Term I and Full Term due (FM 2.6.4) to the Provost's office for placement in personnel file.

July 26, 2024

- Chair evaluations of adjuncts teaching during Summer Term II due (FM 2.6.4) to the Provost's office for placement in personnel file.

August 14, 2024

- Q&A session for those submitting portfolios in the Fall. 11AM. Location: TBD

September 3, 2024

- Sabbatical leave and leave of absence applications for Fall 2025 and Spring 2026 (FM 2.10.1 and 2.10.2). Submit applications electronically to FPC via Canvas (Personnel Action Page). If you will be applying for either of these leaves, please email FPC (fpc@heidelberg.edu) to be included in the Canvas course.

September 16, 2024

- Promotion Application Portfolios and Tenure Application Portfolios (FM 2.2.9.4 and 2.7.1.3). Submitted applications electronically to FPC via Canvas (Personnel Action Page).
- Faculty Professional Development Release Time applications (FM 2.10.3). Submit applications electronically to FPC via Canvas (Personnel Action Page).

October 1, 2024

- Chair evaluations of adjuncts due (FM 2.6.4) to the Provost's office for placement in personnel file.
- Applications for Grangaard-Noss Faculty International Travel Award (FM 2.10.4.1): Submit application to the Provost's Office via academicaffairs@heidelberg.edu.

November 4, 2024

- Second- and Fourth-Year Portfolios (FM 2.7.7.1.2 and 2.7.1.2). Submit portfolios electronically to FPC via Canvas (Personnel Action Page).

November 18, 2024

- Nominations for Faculty Awards due:
 - Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to Meagan McBride (mmcbride@heidelberg.edu), award committee chair.
 - Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit nominations to Barry Devine (bdevine@heidelberg.edu), award committee chair.
 - Faculty Service Award (FM 2.10.5.4). Submit nominations to the Faculty Chair, Emily Issacson (eisaacso@heidelberg.edu).
 - Jane Frost-Kalnow Professorship in the Humanities (FM 2.10.5.3). Submit nominations to the FPC chair, Justin Pruneski (jpruneski@heidelberg.edu).

January 24, 2025

- Faculty Awards Committees: Submit selections along with rationale to the Provost's Office via academicaffairs@heidelberg.edu.

February 17, 2025

- Aigler Grants: Submit application to the Provost's Office via academicaffairs@heidelberg.edu.
- Summer Research Program Grants. Submit application to the Provost's Office via academicaffairs@heidelberg.edu.

March 3, 2025

- Chair evaluations of adjuncts due (FM 2.6.4) to the Provost's office for placement in personnel file.

Important Information and Dates for Faculty Evaluation Process (FEP):

Please refer to Appendix C in the Faculty Manual for additional information.

Submit items below to the applicable Canvas pages.

By October 1, 2024

- Faculty members submit instructional materials to the applicable assignment.

By November 18, 2024

- Evaluator holds a pre-observation meeting with the Faculty member and conduct an evaluative classroom observation.

By December 16, 2025

- Evaluator holds a post-observation meeting with the Faculty member and submit a written report addressing both the instructional materials and the classroom observation. Should the Evaluator's report cite any major deficiencies, a copy must also be submitted to the Chair of FPC.

By January 15, 2025

- Faculty members may submit an optional response to the Evaluator's report.

By March 18, 2025

- Faculty members submit a self-evaluation.

By May 4, 2025

- Evaluator submits an evaluation of the self-evaluation. Should the Evaluator's report cite any major deficiencies, a copy must also be submitted to the Chair of FPC.

By May 16, 2025

- Faculty members may submit an optional response to the Evaluator's evaluation.