

MEMORANDUM

To: Members of the General Faculty

From: Faculty Personnel Committee
Michele Castleman, Chair
Ryan Musgrave, Secretary
Justin Pruneski
Emily Isaacson

Date: May 27, 2025

Subject: Important Dates for Academic Year 2025-2026

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 20, 2025

- 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 25, 2025

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

September 15, 2025

- 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).
- Sabbatical leave and leave of absence applications for Fall 2026 and Spring 2027 (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.
- Faculty Professional Development Release Time applications (FM 2.10.3). Submit applications electronically to FPC via Canvas (Personnel Action Page). If you will be applying for release time, please email FPC (fpc@heidelberg.edu) to be included in the Canvas course.

October 1, 2025

- Applications for Grangaard-Noss Faculty International Travel Award (FM 2.10.4.1): Submit application to the Provost's Office via academicaffairs@heidelberg.edu.
- Applications for the Faculty Innovation Grant are accepted on a rolling basis. Submit application to the Provost's Office via academicaffairs@heidelberg.edu.

October 15, 2025

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

November 18, 2025

- Nominations for Faculty Awards due:
 - Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to award committee chair, Pam Faber (pfaber@heidelberg.edu).
 - Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit award committee chair, Matthew Kennedy (mkenned1@heidelberg.edu).
 - Faculty Service Award (FM 2.10.5.4). Submit nominations to the Faculty Chair, Megan McBride (mmcbride@heidelberg.edu).
 - Jane Frost-Kalnow Professorship in the Humanities (FM 2.10.5.3). Submit nominations to the FPC chair, Michele Castleman (mcastelm@heidelberg.edu).

January 15, 2026

- 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).

January 24, 2026

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

February 16, 2026

- 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.
- Applications for the Faculty Innovation Grant are accepted on a rolling basis. Submit application to the Provost's Office via academicaffairs@heidelberg.edu.

March 2, 2026

- 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 FPC and Provost according to their instructions

By September 1, 2025

- Faculty members submit self-evaluation and goal setting to the Chair/Evaluator.

By October 1, 2025

- The Chair/Evaluator and faculty member meet to discuss the Self-Evaluation and Goal Setting. The Chair/Evaluator submits the finalized form to FPC and the Provost.

By April 1, 2026

- The Chair/Evaluator completes an observation of the faculty member. The observation can take place during the Summer, Fall, or Spring of the FEP year, but just needs to be completed by April 1.

By May 1, 2026

- The Chair/Evaluator and faculty member meet to discuss the Observation and data from the Approved Method of Student Input. The Chair/Evaluator submits the finalized form to FPC and the Provost.