

MEMORANDUM

To: Members of the General Faculty

From: Faculty Personnel Committee
Daryl Close, Chair
Ginny Gregg
Doug McConnell
Aaron Roerdink

Date: April 14, 2020

Subject: Important Dates for 2020-2021

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.

August 15, 2020:

- Sabbatical leave and leave of absence applications for Fall 2021 and Spring 2022 (FM 2.10.1 and 2.10.2). Submit applications to FPC via Interfolio.

September 15, 2020:

- Promotion Application Portfolios and Tenure Application Portfolios (FM 2.2.9.4 and 2.7.1.3). These will be submitted electronically via Interfolio.
- Faculty Professional Development Release Time applications (FM 2.10.3). Submit applications via Interfolio.

October 1, 2020

- Chair evaluations of adjuncts due (FM 2.6.4)

November 1, 2020:

- Second and Fourth Year Portfolios (FM 2.7.7.1.2 and 2.7.1.2). These will be submitted electronically to FPC via Interfolio.

November 15, 2020

- Nominations for Faculty Awards due:
 - Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to Michele Castleman, award committee chair.
 - Nominations for Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit nominations to Justin Pruneski, award committee chair.
 - Nominations for Faculty Service Award (FM 2.10.5.4). Submit nominations to the Faculty Chair.
 - Nominations for Jane Frost-Kalnow Professorship in the Humanities (FM 2.10.5.3). Submit applications to the FPC chair.

January 31, 2021:

- Faculty Awards Committees: Submit selections to the Provost.

February 1, 2021:

- Applications for Grants
 - Aigler Grants: Submit applications to the Provost's Office.
 - Grangaard-Noss Faculty International Travel Award. Submit applications to the Provost's Office.

March 1, 2021:

- Chair evaluations of adjuncts due (FM 2.6.4)

April 1, 2021:

- Applications for Summer Research Program Grants. Submit applications to the Provost's Office.

Important Dates for Faculty Evaluation Process by Faculty Evaluation Panel:

N. B. The descriptive text that accompanies the deadlines below summarizes the details of the various steps. Faculty members and Evaluators should read the referenced sections of the Faculty Manual for exact requirements in the Faculty Evaluation process.

General Dates for Faculty Evaluation Panel:

August 19, 2020 1-4pm

- Training of Faculty Evaluation Panel members

November 1, 2020

- Deans will recruit volunteers to serve as members of the Faculty Evaluation Panel and forward their nominations to FPC by November 1 (FM 2.6.3.1.4).

Faculty Members in Year One during AY2020-21 (Even Cohort Faculty)

November 1, 2020

- Faculty members in Year One of the evaluation cycle will provide their Faculty Evaluator with two course syllabi, two other materials from class, and a 350-700 word explanation of the materials and how they demonstrate quality teaching relative to any or all of the criteria in Section 2.2.7.1 (FM 2.6.3.2.1).

December 1, 2020:

- Faculty Evaluator will provide the Provost with a written evaluation of the instructional materials. A copy of the evaluation will be sent to the Faculty member (FM 2.6.3.2.2)

December 15, 2020:

- The year one Faculty member will have until December 15 to respond in writing to the evaluative statement of the instructional materials, which will be sent to the Provost (FM 2.6.3.2.3).

April 1, 2021:

- For Faculty members in the first year of the cycle, the Faculty Evaluator will conduct an evaluative classroom observation (FM 2.6.3.3).

May 1, 2021:

- The Faculty Evaluator will provide the Provost with an evaluative observation report of Faculty members in Year One; a copy will be sent to the Faculty member (FM 2.6.3.3.4).

May 15, 2021:

- The Faculty member in Year One may respond in writing to the observation report. This should go directly to the Provost (FM 2.6.3.3.5).

Faculty Members in Year Two during AY2020-21 (Odd Cohort Faculty)

October 7, 2021:

- For Faculty members in Year Two of the evaluation cycle *but were not observed in Spring 2020*, the Faculty Evaluator will conduct an evaluative classroom observation (FM 2.6.3.3)

October 31, 2021:

- Faculty Evaluator will provide the Provost with an evaluative observation report of Faculty members in Year Two of the evaluation cycle *who were not observed in Spring 2020*. A copy will be sent to the Faculty member (FM 2.6.3.3.4)

November 15, 2021:

- The Faculty member may respond in writing to the observation report. This should go directly to the Provost (FM 2.6.3.3.5)

March 15, 2021:

- Faculty members in Year Two must send a completed Self-Evaluation to their Faculty Evaluator (FM 2.6.3.4).

May 1, 2021

- Faculty Evaluator must send a written evaluation of Self-Evaluations of Faculty members in their second year to the Faculty member for review. (FM 2.6.3.5.3).

May 10, 2021

- Faculty member may respond in writing to the written evaluation. The Faculty member should return the review with the optional response back to the Faculty Evaluator.

May 15, 2021

- The Faculty Evaluator sends the written evaluation with the Faculty member's response to the Provost via Interfolio (FM 2.6.3.5.4)