

MEMORANDUM

To: Members of the Faculty

From: Faculty Personnel Committee
Ginny Gregg, Chair
Daryl Close
Doug McConnell
Kylee Spencer

Date: April 29, 2019

Subject: Important Dates for 2019-2020

Please make careful note of the following dates and deadlines.

August 15, 2019:

- Sabbatical leave and leave of absence applications for Fall 2020 and Spring 2021 (FM 2.10.1 and 2.10.2). Submit applications to FPC via our new online portfolio system, Interfolio.

September 15, 2019:

- Promotion application portfolios and tenure application portfolios (FM 2.2.9.4 and 2.7.1.3). These will be submitted electronically to FPC via Interfolio.
- Faculty Professional Development Release Time applications (FM 2.10.3). Submit applications to via Interfolio.

October 1, 2019

- Chair evaluations of adjuncts due (FM 2.6.4)

November 1, 2019:

- Two- and four-year portfolios (FM 2.7.7.1.2 and 2.7.1.2). These will be submitted electronically to FPC via Interfolio.
- Nominations for Awards Due:
 - Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to Greg Ramsdell, award committee chair.
 - Nominations for Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit nominations to Emily Isaacson, 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 FPC chair, Daryl Close.

February 1, 2020:

- 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, 2020:

- Chair evaluations of adjuncts due (FM 2.6.4)

April 1, 2020

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

Important Dates for Faculty Evaluation Process by Faculty Evaluation Panel:

General Dates for Faculty Evaluation Panel:

August 21, 2019

- **1-4 pm** Training of Faculty Evaluation Panel members

November 1, 2019

- 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 2019-2020

November 1, 2019

- 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 these teaching materials (FM 2.6.3.2.1).

December 1, 2019:

- 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, 2019:

- 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, 2020:

- 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, 2020:

- 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, 2020:

- The Faculty member in their first year 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 2019-2020

March 16, 2020:

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

May 1, 2020

- Faculty Evaluator must send a written evaluation of Self-Evaluations of faculty members in their second year to the Provost. A copy must be sent to the faculty member (FM 2.6.3.5.3).

May 15, 2020

- The faculty member in their second year may respond in writing to the written evaluation. This should go directly to the Provost (FM 2.6.3.5.4)