

MEMORANDUM

To: Members of the General Faculty

From: Faculty Personnel Committee
Julie O'Reilly, Chair (Fall 2022)
Aaron Roerdink, Chair (Spring 2023)
Greg Ramsdell
Justin Pruneski

Date: May 24, 2022

Subject: Important Dates for Academic Year 2022-2023

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 29, 2022:

- Sabbatical leave and leave of absence applications for Fall 2023 and Spring 2024 (FM 2.10.1 and 2.10.2). Submit applications electronically to FPC via Canvas (Personnel Action Page).

September 15, 2022:

- 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, 2022

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

November 1, 2022:

- 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 15, 2022

- Nominations for Faculty Awards due:
 - o Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to Sean Joyce (sjoyce@heidelberg.edu), award committee chair.
 - o Nominations for Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit nominations to Michele Castleman (mcastlem@heidelberg.edu), award committee chair.
 - o Nominations for Faculty Service Award (FM 2.10.5.4). Submit nominations to the Faculty Chair, Traci Stark (tstark@heidelberg.edu).
 - o Nominations for Jane Frost-Kalnow Professorship in the Humanities (FM 2.10.5.3). Submit applications to the FPC chair, Julie O'Reilly (joreilly@heidelberg.edu).

January 31, 2023:

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

February 1, 2023:

- Applications for Grants
 - Aigler Grants: Submit application to the Provost's Office via academicaffairs@heidelberg.edu.
 - Grangaard-Noss Faculty International Travel Award: 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 1, 2023:

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

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, online training for the Faculty Evaluation Panel members.

Year One, Even Cohort Faculty**November 1, 2022:**

ACLT 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 AY 2022-23 (Even Cohort Faculty)

November 1, 2022:

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). Submit materials electronically to your evaluator via Canvas (Faculty Evaluation Process Page).

December 1, 2022:

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, 2022:

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, 2023:

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, 2023:

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, 2023:

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).

Year Two, Odd Cohort Faculty**March 13, 2023:**

Faculty members in Year Two must send a completed Self-Evaluation to their Faculty Evaluator (FM 2.6.3.4). Submit materials electronically to your evaluator via Canvas (Faculty Evaluation Process Page).

May 1, 2023:

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, 2023:

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, 2023:

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