To: Members of the General Faculty

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

Date: September 16, 2022

Subject: Important Dates for Academic Year 2022-2023 - UPDATED

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 as well as the standing rules passed at the September 6, 2022, Faculty meeting. Note that this UPDATED memo adjusts dates for the Faculty Evaluation Process based on the standing rules.

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:
  - Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to Sean Joyce (sjoyce@heidelberg.edu), award committee chair.
  - Nominations for Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit nominations to Michele Castleman (mcastlem@heidelberg.edu), award committee chair.

- - Nominations for Faculty Service Award (FM 2.10.5.4). Submit nominations to the Faculty Chair, Traci Stark (tstark@heidelberg.edu).
  - 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:

Please refer to the standing rules passed at the September 6, 2022, meeting. Submit items below to the applicable Canvas page.

General Dates for Faculty Evaluation Process:
- By October 1, 2022 - Faculty will submit instructional materials for a class of their choosing (this will be the class observed by the Evaluator)
- By November 15, 2022 - Evaluator will hold a pre-observation meeting with the Faculty member and observe the selected class
- By December 15, 2022 - Evaluator will hold a post-observation meeting with the Faculty member and submit a single report addressing both the instructional materials and the classroom observation
- By January 15, 2023 - Faculty will have the option to submit a response to the Evaluator's report
- By March 13, 2023 - Faculty will submit a self-evaluation
- By May 1, 2023 - Evaluator will submit an evaluation of the self-evaluation
- By May 15, 2023 - Faculty will have the option to submit a response to the Evaluator's evaluation