

MEMORANDUM

To: Members of the General Faculty

From: Faculty Personnel Committee
Julie O'Reilly, Chair
Greg Ramsdell, Secretary
Justin Pruneski
Michele Castleman

Date: August 21, 2023

Subject: Important Dates for Academic Year 2023-2024 - UPDATED to include FEP

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.

Previous due dates

June 30, 2023:

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 28, 2023:

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

Upcoming

September 1, 2023:

- Sabbatical leave and leave of absence applications for Fall 2024 and Spring 2025 (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.

September 15, 2023:

- 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, 2023

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

November 3, 2023:

- 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 17, 2023:

- Nominations for Faculty Awards due:
 - o Ream-Paradiso Distinguished Teaching Award (FM 2.10.5.1). Submit nominations to Nate Beres (nberes@heidelberg.edu), award committee chair.
 - o Nominations for Distinguished Scholarship/Research Award for Faculty (2.10.5.2). Submit nominations to Aaron Sell (asell@heidelberg.edu), award committee chair.
 - o Nominations for Faculty Service Award (FM 2.10.5.4). Submit nominations to the Faculty Chair, Greg Ramsdell (gramsdel@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 26, 2024:

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

February 1, 2024:

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

March 1, 2024:

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

March 11, 2024:

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

- 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.

Important Information and Dates for Faculty Evaluation Process:

Please refer to Appendix C in the updated Faculty Manual (distributed August 2023) for additional information.

Submit items below to the applicable Canvas page.

By October 1, 2023:

Faculty member will submit instructional materials.

By November 15, 2023:

Evaluator will hold a pre-observation meeting with the Faculty member and conduct an evaluative classroom observation.

By December 15, 2023:

Evaluator will hold a post-observation meeting with the Faculty member and submit a written report addressing both the instructional materials and the classroom observation. Should the Evaluator's report cite any major deficiencies, a copy must also be submitted to the Chair of FPC.

By January 15, 2024:

Faculty member has the option to submit a response to the Evaluator's report.

By March 18, 2023:

Faculty member will submit a self-evaluation.

By May 1, 2024:

Evaluator will submit an evaluation of the self-evaluation. Should the Evaluator's report cite any major deficiencies, a copy must also be submitted to the Chair of FPC.

By May 15, 2024:

Faculty has the option to submit a response to the Evaluator's evaluation.