

Procedures and Timeline for Periodic Evaluations Spring Semester 202

Procedures

1. The faculty member being evaluated submits a Periodic Evaluation Faculty Activity Report (RTP Policy Appendix H) to the Associate Provost (AP).
2. The AP provides the faculty member's Periodic Evaluation Faculty Activity Report to the Chair of the Department RTP Committee.
3. The Committee conducts a minimum of one classroom visit and completes a Classroom Visit Report (RTP Policy Appendix A). The Committee completes the appropriate portion of Periodic Evaluation Form (RTP Policy Appendix I). The Department RTP Committee forwards the Periodic Evaluation Faculty Activity Report, the Classroom Visit Report and Periodic Evaluation Form to the Department Chair.
4. The Department Chair completes the Periodic Evaluation Form and forwards all evaluation material to the appropriate Academic Dean.
5. The Academic Dean completes the appropriate evaluation. The