



School of Biological Sciences
Faculty and Staff Evaluation Schedule 2015-2016

T = tenured, TT = tenure track, term = term, SEC = school evaluation committee, Dir = director, D = dean, A-D = associate dean

- 09/04/15 TT faculty in year 2 hand in updated CV and two page summary (5 pm)
- 09/11/15 T, TT hand in votes for reappointment of TT in year 2 (5 pm) (SEC/Dir to D 09/15)
- 10/xx/15 SEC discuss NHS college award nominations (usually due to A-D early November)
- 10/09/15 Sabbatical applications handed in (5 pm)
- 10/23/15 Faculty to discuss sabbatical applications (12:15 – 1:20)
- 10/30/15 Faculty input on sabbatical applications handed in to SEC chair (Dir to D by 11/6)
- 11/06/15 Report on last year's sabbatical leave due (5 pm)
- 11/14/15 TT in year 1 hand in updated CV and two page summary (5 pm)
- 11/14/15 **Faculty applying for promotion and who have a research component provide names of three or more potential reviewers to the Dir (5 pm)**
- 12/04/14 Input on classified (Cindy and Sarah) for mid-year evaluation to Dir (5 pm) (Dir to HR 12/15)
- 12/04/14 **Faculty applying for promotion and who have a research component submit their research package for external evaluation to Dir (5 pm)**
- 12/06/14 T, TT hand in votes for reappointment of TT in year 1 (5 pm) (SEC/Dir to D 12/09)
- 12/06/14 Faculty discussion on report of previous year's sabbatical (12:15 – 1:20) (Dir to D 12/07)
- 01/11/16 Comprehensive review dossiers and pre-tenure review dossiers handed in (5 pm)
- 01/11/16 Faculty submit biennial review material (5 pm)
- 01/22/16 Discussion of comprehensive review and pre-tenure review candidates (12:15 – 1:20)
- 01/22/16 T, TT vote on comprehensive review and pre-tenure review candidates (5 pm) (SEC/Dir to D 02/01).
Note: Non-TT faculty also vote on promotion of non-TT faculty.
- 01/22/16 T, TT input on comprehensive review and pre-tenure review candidates provided to SEC chair (5 pm)
- 01/22/16 Input on awarding emeritus faculty status (5 pm) (Dir to D 02/01)
- 01/22/16 All faculty input on biennial evaluations due to SEC co-chairs (5 pm)
- 01/18/16-
 01/22/16 During this week:
 SEC-co chairs and subcommittees meet to discuss biennial evaluations
- 01/27/16 SEC provides evaluations on comprehensive review and pre-tenure review candidates to Dir (5 pm) (comprehensive review Dir to D 02/01; pre-tenure Dir to D 03/02)
- 01/27/16-
 01/29/16 During this week:
 SEC chair, SEC co-chairs and Director meet to discuss biennial evaluations
- 02/12/16 All faculty reappointment input on term faculty due (Dir to D 3/1)
- 02/12/16 SEC submits all biennial evaluations to Director (Dir to D 3/1)
- 02/19/16 T, TT hand in votes for reappointment of TT in years 2-5 (5 pm) (SEC/Dir to D 03/15)
- 02/19/16 Input on classified employees (Cindy and Sarah) for overall evaluation (5 pm) (Dir to D 3/11)
- 04/31/16 Classified and Exempt Performance plan for classified to HR
- 06/30/16 Exempt evaluations due to HR