

**INFORMATION ABOUT THIS SCHEDULE**

*If any deadline listed below falls on a Saturday, Sunday, or academic holiday, the deadline shall be moved to the first working day following the date shown below. Where Spring break or other academic breaks of more than one day occur, deadlines following the break may be appropriately adjusted to provide adequate time for review or rebuttal.*

*\*For lecturers with spring only appointments, per CBA, if classroom observations are requested as part of the evaluation, that decision must be made no later than 14 days after the first day of instruction of the spring semester.*

*Classroom observations may be requested by the temporary faculty member, the department chair, or the Temporary Faculty Evaluation Committee (TFE Committee).*

**TO BE COMPLETED BY**

Temporary faculty who wish to request peer observation of work make such request to the chair or, in units without chairs, the dean	October 15*
Chair or designee or, in units without chairs, dean or an individual designated by the dean assembles materials to be used as the basis for evaluation. Temporary faculty member submits any materials s/he wishes included. If department TFE Committee or equivalent committee wishes to provide input on the evaluation of part-time temporary faculty on annual appointments, it so informs the temporary faculty member and the chair or dean.	February 15
Chair, dean, or responsible individual provides copy of the materials to be used as the basis for evaluation to the individual to be evaluated.	Two working days following the deadline for assembly of materials
The temporary faculty member may submit a rebuttal statement to any statement included in the materials to be used as the basis for evaluation.	Ten working days following the deadline for assembly of materials
Where the department TFE Committee or equivalent committee is evaluating a temporary faculty member, it provides a copy of its evaluation to the temporary faculty member, with copy to the chair, if the unit has a chair, and the dean. When evaluating temporary faculty on annual full-time appointments, the committee will always provide a copy to the dean.	March 10
The temporary faculty member may submit a rebuttal statement to the committee's evaluation, with copies to the chair, if the unit has a chair, and the dean	Ten days following the issuance of the Temporary Faculty Evaluation Committee's evaluation
For temporary faculty on annual appointments that are less than full-time, the chair provides a copy of his/her evaluation to the temporary faculty member, with copy to the dean. For units without chairs, the dean provides a copy of his/her evaluation to the temporary faculty member. For temporary faculty on full-time annual appointments, the dean provides a copy of his/her evaluation to the faculty member.	April 5
The temporary faculty member may submit a rebuttal statement to the dean's evaluation.	Ten days following the issuance of the chair's or dean's evaluation
For temporary faculty on annual appointments that are less than full-time, in units with chairs, if the dean chooses to provide an evaluation, s/he provides a copy of his/her evaluation to the temporary faculty member.	May 1
The temporary faculty member may submit a rebuttal statement to the dean's evaluation.	Ten days following the issuance of the dean's evaluation
Completed evaluations for temporary faculty on annual appointments are due to the Academic Personnel Office for inclusion in the Personnel Action File. The individual who has completed the last level of review shall inform the temporary faculty member that s/he has forwarded the evaluation for filing.	<b>May 15 LATE SUBMISSIONS WILL NOT BE ACCEPTED</b>

It is recommended the faculty member maintain constant communication with their department throughout all points of this process to monitor the flow of the cumulative evaluation until all deadlines have been met.