

ANNUAL PERFORMANCE REVIEW SUMMARY TIMELINE FOR CY 2016

December 1, 2016 Associate Dean's memorandum to heads and directors concerning college-wide annual performance reviews.

February 1, 2017 No later than February 1 each year all faculty members should have entered into UAVitae all information necessary for the review.

February 27, 2017 The department/program peer review committee, guided by unit guidelines and by the COH APR/PTR Criteria, should complete its deliberations and make its recommendations to the department head or program director by the end of February. Peer evaluation is required for all faculty. For nontenure-eligible faculty, peer review maybe conducted by other nontenure-eligible faculty in the unit.

April 14, 2017 Department heads and program directors should complete their annual performance reviews of faculty and give them their written evaluations no later than April 14.

May 15, 2017 The department head and program director will meet with each faculty member no later than May 15 to discuss the head's or director's written annual performance review. If the faculty member is tenure-eligible, then this meeting will include a discussion of the faculty member's progress toward tenure and promotion.

The faculty member may add written comments to the head or director's written annual performance review before signing it (UHAP 3.2.01 [4]). The faculty member, having provided comments as desired, signs the document and returns it to the head or director within ten days of the meeting. (UHAP 3.2.01 [5]; COH APR/PTR Procedures Section 4, Item 4.10)

By May 15 the department head or program director will also discuss with each faculty member goals, assignments and expectations for the next annual review (UHAP 3.2.01 [4]). The head or director will provide a written summary of those expectations for the next calendar year. If these are agreed to, the faculty member will sign the document and return it to the head or director within ten days of the meeting. In the event that agreement is not reached, procedures for appeal are outlined in the COH APR/PTR Procedures Sections 8-10. (COH APR/PTR Procedures, Section 4, Item 4.11)

Upon receipt of the department head or program director's written annual performance review and upon receipt of the stated expectations for the next year, the faculty member may waive the right to a meeting with the head or director by signing in a designated space on the annual performance review. (COH APR/PTR Procedures Section 4, Item 4.12)

Referenced documents: *COH Procedures for Annual Performance Review and Post-tenure Review* [Revised July 2014]

Additional reference for relevant 3/6 tenure-eligible faculty: *COH Common Elements Plan* [July 1, 2003]

