

Annual Faculty Evaluation Schedule

Evaluation Period – Calendar Year 2024

January 2024	Chair sets percentages with faculty; reset department criteria for annual faculty evaluation.
February 14, 2025	Each faculty member shall have up-to-date materials for Areas 1, 2, and 3 in Watermark Faculty Success for the review year. Other documentation and supporting materials need to be provided as determined by the chair via advance consultation with the faculty member (see Policy 2:053).
February 14, 2025	Optional self-evaluation completed within Watermark Faculty Success. If no self-evaluation is completed, the Watermark workflow will auto-advance with an automatically generated Annual Activity Report.
April 10, 2025	Evaluation completed by department chair within Watermark. Evaluation meeting conducted with faculty member.
April 17, 2025	If a faculty member has an administrative release to a dean or other administrator, that person will complete the administrative evaluation by this date.
April 25, 2025	Deadline for faculty member to acknowledge the evaluation. Faculty member will either submit to department chair for final submission to HR or signify the intent to appeal the initial overall composite rating.
April 28, 2025	Deadline for faculty to submit appeal, if necessary.
May 2, 2025	Appeal decision made by college dean.
May 9, 2025	Deadline to appeal dean's decision to the provost.
May 16, 2025	Appeal decision made by provost and letter uploaded into Watermark for the faculty member, chair, dean, and HR to review.
May 27, 2025	Department chair submits final overall composite rating to HR by completing the Watermark workflow.