

Annual Faculty Evaluation Schedule **Evaluation Period – Calendar Year 2025**

January 2025	Chair sets percentages with faculty; reset department criteria for annual faculty evaluation.
February 13, 2026	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 13, 2026	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, 2026	Evaluation completed by department chair within Watermark. Evaluation meeting conducted with faculty member.
April 17, 2026	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 24, 2026	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 27, 2026	Deadline for faculty to submit appeal, if necessary.
May 1, 2026	Appeal decision made by college dean.
May 8, 2026	Deadline to appeal dean's decision to the provost.
May 15, 2026	Appeal decision made by provost and letter uploaded into Watermark for the faculty member, chair, dean, and HR to review.
May 26, 2026	Department chair submits final overall composite rating to HR by completing the Watermark workflow.