

**2009-2010 Temporary Faculty Evaluation Schedule
August 14, 2009**

**Schedule for Evaluation of Lecturers,
Temporary Librarians, and
Temporary Student Services Professionals – Academic Related**

September 15, 2009	Where a department has chosen to evaluate faculty on one-semester or less than one-year appointments, chair or dean notifies faculty of evaluation schedule
October 16, 2009	Faculty in annual appointments who wish to request peer observation of work make such request to the chair or, in units without chairs, the dean
February 17, 2010	* 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. * Faculty member submits any materials s/he wishes included. * If department RTP or equivalent committee wishes to provide input on the evaluation of part-time temporary faculty on annual appointments, it so informs the faculty member and the chair or dean.
Two working days following the deadline for assembly of materials	Chair, dean, or responsible individual provides copy of the materials to be used as the basis for evaluation to the individual to be evaluated.
Ten days following the receipt of materials	The faculty member may submit a rebuttal statement to any statement included in the materials to be used as the basis for evaluation.
March 15, 2010	Where the department RTP or equivalent committee is evaluating a faculty member, it provides a copy of its evaluation to the faculty member, with copy to the chair, if the unit has a chair, and the dean. When evaluating full-time faculty on annual appointments, the committee will always provide a copy to the dean.
Ten days following the issuance of the Temporary Faculty Evaluation Committee's evaluation	The 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.
April 9, 2010	For part-time faculty on annual appointments, the chair provides a copy of his/her evaluation to the faculty member, with copy to the dean. For units without chairs, the dean provides a copy of his/her evaluation to the faculty member. For full-time faculty on annual appointments, the dean provides a copy of his/her evaluation to the faculty member.
Ten days following the issuance of the chair's or dean's evaluation	The faculty member may submit a rebuttal statement to the chair's or dean's evaluation.
May 7, 2010	For part-time faculty on annual appointments, in units with chairs, if the dean chooses to provide an evaluation, s/he provides a copy of his/her evaluation to the faculty member.
Ten days following the issuance of the dean's evaluation	The faculty member may submit a rebuttal statement to the dean's evaluation.
May 21, 2010	Completed evaluations for faculty on annual appointments are due to the Faculty Affairs Office for inclusion in the Personnel Action File. The individual who has completed the last level of review shall inform the faculty member that s/he has forwarded the evaluation for filing.

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Schedule for Evaluation of Coaches

May 7, 2010	<ul style="list-style-type: none">*Appropriate administrator or a person designated by the appropriate administrator assembles materials to be used as the basis for evaluation.*Coach submits any materials s/he wishes included.*Any peer input to be provided on the evaluation of a coach is due to the appropriate administrator or administrator's designee for placement in the evaluation file.
May 12, 2010	Appropriate administrator or administrator's designee provides copy of the materials to be used as the basis for evaluation, including any peer input, to the coach to be evaluated.
May 26, 2010	The faculty member may submit a rebuttal statement to any statement included in the materials to be used as the basis for evaluation, including peer input.
June 9, 2010	The appropriate administrator provides a copy of his/her evaluation to the coach.
June 16, 2010	The coach may submit a rebuttal statement to the appropriate administrator's evaluation.
June 23, 2010	Completed evaluations for coaches on annual appointments are due to the Faculty Affairs Office for inclusion in the Personnel Action File. The individual who has completed the last level of review shall inform the faculty member that s/he has forwarded the evaluation for filing.