

TO: Full-Time Faculty  
FROM: Michelle Maldonado, Ph.D.  
Provost/Senior Vice President for Academic Affairs  
DATE: August 29, 2023  
SUBJECT: Annual Evaluation Schedule - 2023/2024

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In accordance with Appendix VII of the *Faculty Handbook* on reappointment and non-reappointment of non-tenured tenure track faculty, **all evaluations materials including a faculty s self-report and departmental, dean and other evaluative documents** will be submitted to the University-provided systems (SharePoint).

Reminder: As per Section 32.0 of the *Faculty Handbook*, if a due date lands on a weekend or holiday, the deadline will be the next earliest weekday the University is open.

Below is the schedule for the process.

#### **FIRST YEAR FACULTY**

A) An electronic Self Report is submitted by the Candidate to the SharePoint site - November 17, 2023

B) submitted by the chair to  
SharePoint for Candidate to view - January 2, 2024

C) Candidate s written response (ieW\*nBT/F1 12 Tf1 0 0 1 1082 323.5 Tm0 g0 0.036 Tc(C))JTJET

## **SECOND YEAR FACULTY**

- A) An electronic Self Report is submitted by the Candidate to the SharePoint  
October 2, 2023
- B) submitted by the chair to  
SharePoint for Candidate to view November 2, 2023
- C) Candidate s written response (if any) submitted by the Candidate to SharePoint

## **SUGGESTED OUTLINE FOR SELF REPORTS**

**1.0** Progress on objectives for the previous year. List each objective and provide a brief comment on how completely the objective was achieved.

### **2.0**

#### 2.1 Teaching

2.1.1 Summary of student feedback report and personal analysis of that information.

2.1.2 Summary of other evaluative information on video tape, etc., etc.) and analysis.

#### 2.2 Research and Scholarly Activity

2.2.1 Evidence of research activity during the year.

2.2.2 Personal conclusions.

#### 2.3 University and Community Service

2.3.1 List of activities (specify).

2.3.2 Personal comments.

**3.0** Other relevant information.

**4.0** Objectives for the next year.

**5.0** Long term goals (update).

**6.0** Current Vitae