



**2024-2025 SCHEDULE OF EVALUATION CONT.**

	<b><u>DATES FOR PROBATIONARY YEAR</u></b>			<b><u>DATES FOR PROMOTION &amp;</u></b>
	<b><u>PY1</u></b>	<b><u>PY2&amp;PY5</u></b>	<b><u>PY3&amp;PY4</u></b>	<b><u>TENURE</u></b>
<b>Dean Recommendation to VP</b> – Dean/director submits complete portfolios of applicants (receiving positive recommendations) to Academic Vice President. Dean/director provides his/her written recommendations to those faculty receiving negative recommendations and forwards all CPC recommendations to faculty.	02/18/25	11/11/24	11/1/24	03/10/25
<b>Faculty Reconsideration Request</b> Employee may submit written request with rationale for reconsideration of a negative recommendation by dean/director and/or CPC.	02/25/25	11/19/24	11/08/24	03/17/25
<b>Dean/CPC Report of Reconsideration</b> – Dean/director and/or CPC provides employee with written statement of result of reconsideration. Remaining portfolios are forwarded to Academic Vice President for University Personnel Committee review.	03/04/25	12/02/24	11/15/24	03/24/25
<b>UPC Recommendation to VP</b> – University Personnel Committee submits to appropriate vice president recommendations for applications receiving any negative recommendations.	03/11/25	12/17/24	12/2/24	03/31/25
<b>Faculty Response</b> – Employee may submit written response to VP	03/18/25	01/10/25	12/09/24	04/10/25

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**2024-2025 SCHEDULE OF EVALUATION CONT.**

<b>PROFESSOR FIVE-YEAR APPRAISAL ADJUSTMENT SCHEDULE FOR UNIT A PROFESSORS (PFYAA):</b>	<b><u>SUBMISSION DATE</u></b>
<b>Professors (Unit A)</b> submit Professor Five-Year Appraisal Adjustment Document to department chair/supervisor for examination by chair/supervisor and DPC chair. If professors choose not to participate in PFYAA, they will submit an annual report to department chair/supervisor by this date (per Article 20.13).	09/13/24
<b>Department chair/supervisor and DPC chair</b> forward their PFYAA examination results (and signatures) to college dean or designee.	09/27/24
<b>College dean or designee</b> completes review of PFYAA documents. Those professors who have earned a PFYAA increase shall have their <u><i>Copies of all documents shall be sent by dean office to applicants and departments/schools.</i></u>	10/14/24
<b>Professors</b> developing an appeal letter to the Provost or appropriate VP have the option of directly asking any examiner for an explanation by this date (per Article 20.13).	10/21/24