

ANNUAL PERFORMANCE REVIEW SUMMARY TIMELINE FOR CY 2007

December 6, 2007 Vice Dean's memorandum to heads/directors concerning college-wide annual performance reviews.

January 15, 2008 No later than January 15 each year faculty members in the College of Humanities are to submit to a designated person in their department/program documents specified in COH APT/PTR Procedures Section 3, Items 3.2.1 through 3.2.4.

March 1, 2008 During the first six weeks of the spring semester, the department/program review committee, guided by the COH APR/PTR Criteria will conduct and complete its deliberations. It will make its recommendations to the department head by the end of February. This committee will bring to the attention of the department/program head those cases requiring immediate attention. (COH APR/PTR Procedures Section 4, Item 4.1)

April 1, 2008 Each faculty member being reviewed will receive by April 1 a summary of the results of the peer committee's annual performance review (UHAP 3.09). (COH APR/PTR Procedures, Section 4, Item 4.6)

April 15, 2008 By April 15 department/program heads will complete their annual performance reviews of faculty. The department/program head's written evaluation shall be given to the faculty member involved no later than April 15 (UHAP 3.10.05). (COH APR/PTR Procedures, Section 4, Item 4.7)

May 15, 2008 The department/program head will meet with each faculty member no later than May 15 to discuss the head's written annual performance review (UHAP 3.10.03 [4]). (COH APR/PTR Procedures Section 4, Item 4.8)

Prior to meeting with the faculty member, the department or program head will provide his/her preliminary written annual performance review (UHAP 3.10.01)." (COH APR/PTR Procedures, Section 4, Item 4.9)

The faculty member may add written comments to the head's written annual performance review before signing it (UHAP 3.10.05). The faculty member, having provided comments as desired, signs the document and returns it to the department or program head within 15 days of the meeting (UHAP 3.10.03 [5]). (COH APR/PTR Procedures Section 4, Item 4.10)

The department or program head will meet with each faculty member **by May 15** to agree upon goals, assignments and expectations for the next annual review (UHAP 3.10.03 [4]). The department head will provide a written summary of those expectations for the next calendar year. If these are agreed to, the faculty member will sign the document and return it to the department head within 15 days of the meeting. In the event that agreement is not reached, procedures for appeal are outlined in the COH APR/PTR Procedures Section 8. (COH APR/PTR Procedures, Section 4, Item 4.11)

Upon receipt of the head's written annual performance review and upon receipt of the stated expectations for the next year, the faculty member may waive the right to a meeting with the department or program head by signing in a designated space on the annual performance review. (COH APR/PTR Procedures Section 4, Item 4.12).

Referenced documents: *COH Procedures for Annual Performance Review and Post-tenure Review* [Revised April 2005]

Additional reference for relevant 3/6 tenure-eligible faculty: *COH Common Elements Plan* [July 1, 2003]