

TO: Full-Time Faculty  
FROM: Michelle Maldonado, Ph.D.  
Provost/Senior Vice President for Academic Affairs  
DATE: August 31, 2023  
SUBJECT: Annual Evaluation Schedule for **Lecturers and Visiting Professors**- 2023/2024

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According to Section 5.1 of the *Faculty Handbook*, Lecturers and Visiting Professors will be evaluated during the second and fourth semesters of appointment.

**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.

The schedule follows:

**2<sup>nd</sup> or 4<sup>th</sup> Semester of Teaching occurs in the Spring Semester**

- A) If candidate chooses, an electronic Self Report is submitted to the SharePoint site – March 15, 2024
- B) Department written evaluation submitted- April 1, 2024
- C) Candidate's response to evaluation (if any) submitted by the Candidate – April 15, 2024
- D) Dean's Recommendation submitted – May 2, 2024

**2<sup>nd</sup> or 4<sup>th</sup> Semester of Teaching occurs in the Fall Semester**

- A) If candidate chooses, an electronic Self Report is submitted to the SharePoint site – October 15, 2023
- B) Department written evaluation submitted Dean - November 1, 2023
- C) Candidate's response to evaluation (if any) submitted by the candidate – November 15, 2023
- D) Dean's Recommendation submitted – November 29, 2023