

# 2023-2024 Faculty Annual Review Due Dates

Administrative Responsibilities		Due Date	
Initiate faculty input workflow		First Week of October	
Cases created and released to faculty		First Week of October	
Cases forwarded to Department Chair/School Director by Maria Watson		2/19/24	
Candidate Tasks		Due Date	
Prepare and submit faculty annual review materials		2/16/24	
Rebuttal, if desired, to Department Chair/School Director		7 calendar days after meeting with Department Chair	
Department Chair/School Director Tasks		Start Date	Due Date
<ul style="list-style-type: none"> <li>Review candidate case(s)</li> <li>Write Department Chair/School Director letter/report of recommendation</li> <li>Meet the candidate and share report with candidate and through Interfolio</li> <li>Have the faculty member sign the faculty annual review form.</li> <li>Upload the signed faculty annual review in Interfolio</li> <li>Send case forward</li> </ul>		2/19/24	3/29/24
Dean Tasks		Start Date	Due Date
<ul style="list-style-type: none"> <li>Review Department Chair/School Director completed evaluation recommendations</li> <li>Write the Final Recommendations report for the Provost/VCAA</li> <li>Send case forward</li> </ul>		4/8/24	4/22/24
Provost Task		Start Date	Due Date
<ul style="list-style-type: none"> <li>Review Final Recommendations from Dean(s)</li> </ul>		4/23/24	5/3/24