

# Annual Performance Review Key Dates for Faculty and Department Chairs

*\*Items with an asterisk are governed by provisions of the University and University Officer's Manual and Collective Bargaining Agreements and represent agreed upon deadlines that may not be altered. Please refer to Section 303.1.6 of the Manual and full-time Article 14.3 or part-time Article 15 for more details.*

*Individual Units may establish a schedule with different dates than those noted below, provided the asterisked items' dates are met. Note that if a date falls on a weekend or holiday, the next working day will be the deadline.*

## **By October 15:**

Third-Year Review: The Dean shall commence a formative review of each Department Chair in the third year of each five-year interval of appointment.

- Periodic Comprehensive-Year Review: The Dean shall commence a summative review of each Department Chair at intervals of no more than five years. The Dean shall appoint a committee.

## **By February 1:**

- \*Periodic Comprehensive Review committee(s) appointed to conduct the Department Chair's review to submit a report, in writing, to the Dean.

## **By March 1:**

- Full-time Faculty self-evaluations due to Chairs
- Annual Activity report from faculty on sabbatical, professional development or any leave, paid or unpaid during Spring semester due to Department Chairs

## **By March 15:**

- \*Annual Performance Review (including formal meeting) completed for full-time non-tenure track faculty in their first appointment year (**NOTE:** faculty who were hired mid-year are not reviewed for performance in their first partial year)

## **By April 15:**

- \*Annual Performance Review completed for all tenure-track faculty; a formal meeting is required annually for tenure-track faculty during the probationary period
- \*Annual Performance Reviews for all tenured and full-time non-tenure track faculty are completed (**NOTE:** Formal meetings between the evaluator and the faculty member is required at least every other year for tenured and non-tenure track faculty)

## **By May 1:**

- \*Annual, Third-Year and Periodic Comprehensive Reviews of Department Chairs (including formal meeting) are completed
- A copy of the written Department Chair review shall be provided to the Chair and placed in the Chair's Academic Record File; a copy of all Third-Year Review and Periodic Comprehensive Reviews reports shall be provided to the Provost
- \*Notice of non-reappointment, if applicable, will be given to the Chair in writing no later than May 1

## **By May 15:**

- \*Final written evaluation for full-time faculty are completed and placed in the faculty member's Academic Record File

- \*A copy of the final written evaluation provided to each full-time faculty member; faculty have the right to rebut the assessment no later than 90 days following receipt of the evaluation; rebuttals are filed in the Academic Record File.

**By May 30:**

- Annual Reviews for UA represented part-time Research, Library and Clinical faculty are complete. Copies of evaluative comments are provided to faculty members. Faculty member has 30 days to submit rebuttal following receipt of the evaluation. Evaluations and rebuttals are filed in the Academic Record File.

**By August 31:**

- Annual Reviews for Lecturer I, II, and III are completed by the Chair of the Home Department utilizing the Annual Evaluation Form - PT UA Faculty, which can be found on the Provost's website <https://www.uvm.edu/provost/facultyaffairs/forms-and-templates-appointment-and-reappointment>. The chair's summary and written comments from colleagues and students, if any, will be provided to the Lecturer. Faculty member has 30 days to submit rebuttal following receipt of the evaluation. Evaluations and rebuttals are filed in the Academic Record File.

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