

## Merit/Evaluation Calendar

- Jan. 15 Tentative date for faculty to resume data entry on Publications screen in the FAS
- Feb. 1\* Deadline for all faculty to submit materials (including annual evaluation materials and 1-2 page merit statement)
- Mar. 15 Deadline for chairs to complete annual evaluations for untenured faculty
- April 1 Deadline for chairs to complete annual evaluations for all faculty
- April 15 Deadline for chairs to recommend to dean merit categories for individual faculty
- April 15-May 1 Dean and chairs discuss and agree upon merit categories for individual faculty
- May 1 Deadline for chairs to notify faculty of merit category
- May 15 Deadline for faculty appeal of merit category ranking

This calendar allows for faculty to receive the annual evaluation from their chair independently of any discussion of merit categories between dean and chair.

\*This date may need to be changed if certain changes to the FAS involving data entry or reporting don't allow faculty enough time to submit materials.