

## PERFORMANCE EVALUATION CYCLE

	Hired Fall 2017	Hired Spring 2018	Hired Fall 2016	Hired Spring 2017	Currently in 3 <sup>rd</sup> Year	Currently in 4 <sup>th</sup> Year	Currently in 5 <sup>th</sup> Year	Currently in 6 <sup>th</sup> Year
2017/2018	Periodic Evaluation <b>OR</b> Mentoring Meeting		Performance Review	Periodic Evaluation <b>OR</b> Mentoring Meeting	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )
2018/2019	Periodic Evaluation	Periodic Evaluation <b>OR</b> Mentoring Meeting	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )	
2019/2020	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Performance Review (6 <sup>th</sup> )		
2020/2021	Periodic Evaluation	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )			
2021/2022	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )	Periodic Evaluation				
2022/2023	Performance Review (6 <sup>th</sup> )	Periodic Evaluation		Performance Review (6 <sup>th</sup> )				
2023/2024		Performance Review (6 <sup>th</sup> )						

## OVERVIEW OF EVALUATION PROCESS

	When review takes place	What candidate assembles	Who conducts review	Review outcome
Probationary Faculty Year 1*	In Fall semester, a mentoring meeting with chair/director may be requested in lieu of a formal evaluation.			
Probationary Faculty Years 2, 4, or 5*	Fall semester	Interfolio dossier to include candidate statement, c.v., teaching evaluations, prior years' periodic evaluations, and annotated bibliography of potential significant items.	1) Department or school peer review committee 2) Department chair school director	Completed periodic evaluation form to be placed in Personnel Action File only. <u>Will not</u> be required for submission with subsequent years' performance reviews.
Probationary Faculty Years 3 or 6*	Begins Fall semester; continues through spring semester	Interfolio dossier to include candidate statement / PDS, c.v., teaching evaluations, syllabi, five significant items in teaching effectiveness, professional growth, and service, and prior years' performance review letters if available.	1) Department or school peer review committee 2) Department chair school director 3) College peer review committee 4) Dean 5) UPTRP (if applicable) 6) Provost	PDS to be placed in Personnel Action File.

REVISED 10/04/17

\*Associates: please consult your letter of appointment to determine type of performance review.