

## **Timeline for Completion of Faculty Evaluation Process**

### **By March 22**

Faculty complete “Self-Report of Performance for Vincennes University Full-time Faculty”, “Professional Growth Plan (PGP)” of current evaluation year, “Course Improvement Plan (CIP)” and a draft of a “Professional Growth Plan (PGP)” for the following year, and submit all three documents to the Department Chair. Adjunct faculty should submit their “Course Improvement Plan (CIP)”.

### **By April 8**

Department Chair reviews “Self-Report of Performance for Vincennes University Full-time Faculty” and “Professional Growth Plan (PGP)” of current evaluation year and prepares draft ratings of “Summative Performance Evaluation for Vincennes University Full-Time Faculty”. The Chair also reviews the CIP of first time adjuncts and continuing adjuncts who have not met the CIP threshold.

### **By April 22**

Department Chair meets with College Dean to discuss and finalize ratings of “Summative Performance Evaluation for Vincennes University Full-Time Faculty” and “Vincennes University Adjunct Faculty Performance Review”.

### **By May 10**

Department Chair meets individually with each full-time Faculty member to discuss their “Self-Report of Performance for Vincennes University Full-time Faculty,” ratings of “Summative Performance Evaluation for Vincennes University Full-Time Faculty” and to develop one goal for Teaching Effectiveness & Performance of Assigned Task and one goal for either Professional Development or Service to University and/or Community Representative for the “Professional Growth Plan” for the following year. Discussions with Adjunct faculty will center around the “Vincennes University Adjunct Faculty Performance Review” and the “Course Improvement Plan” of first-time adjuncts and continuing adjuncts who do not meet the CIP threshold.

### **By May 15**

Department Chair forwards all faculty evaluation forms to College Dean.

### **By June 1**

College Dean reviews all faculty evaluation forms and forwards them to Provost.

### **By August 1**

Provost forwards signed copy of evaluation forms to faculty.

**Evaluation Year – March 1 – February 28/29**

Revised 3/29/2021