

## Timetable for Periodic Evaluation of Lecturers - 2023-24 AY

	Notice of Review/Call for FAR (If applicable)	FAR/Documentation Due (If applicable)	File Access**	Chair/Dept Comm. Eval Due	College Dean/College Eval Comm. Due
Department/ college notifies faculty who are scheduled to be reviewed					
All Lecturers with a 1 yr. apt.	Jan 19	Feb. 2	Feb. 2	Mar. 22	N/A
All Lecturers eligible for an initial 3 year apt OR a subsequent 3 year apt					
	Jan 19	Feb. 2	Feb. 2	Mar. 22	April 26
<b>All other PT Lecturers If applicable*</b>	Department/ college notifies faculty who are scheduled to be reviewed		(If applicable)		
All Lecturers	Jan 19	Feb. 2	Feb. 2	Mar. 22	N/A

\*\* This date shall serve as the specific deadline date at which time the Working Personnel Action File is declared complete per CBA 15.12b

\* A lecturer with a one semester appointment will be evaluated at the discretion of the department chair, appropriate administrator or equivalent. (CBA 15.25)

\* A lecturer with a one year appointment will be evaluated in accordance with the periodic evaluation process. (CBA 15.24)

\* A lecturer with a three year appointment will be evaluated in the third year of the appointment (CBA 15.29)

\* A lecturer eligible for a three year appointment will be evaluated in the academic year preceding the issuance of the three year appointment. ( CBA 15.28)

\* The Provost shall provide a final level of review where a lecturer who is eligible for a three-year appointment or reappointment. (FAM 625.2)

Evaluation Rebuttal Timeline per CBA 15.5: A faculty member may submit a response/rebuttal in writing and/or request a meeting to discuss the recommendation within (10) days after receiving the recommendation.

Revised: 1/9/2024 (APena)