
Faculty Member receives the final evaluation for signature (has 7 days to sign)

Note: Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH.

Associate Provost needs to have final decision and material prepared for the BOT meeting

DHs discuss evaluations with faculty members after review by the Dean (schedule meetings with faculty and finalize eval by dates)

Committee makes final proposed revisions

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Material to Presidents office for BOT meeting

Committee makes award recommendations to the Provost

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DH submits Professional Growth Plans for all new faculty that started in the Spring semester to the Dean	
Academic Affairs sends communication notifying faculty with PD accounts scheduled to close	
DH signs faculty evaluation forms for each faculty member and then submits to the Dean -	
Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	
BOT Meeting	
Dean signs faculty evaluation forms for each faculty member and then submits to AA -	

The Dean will meet with each DH after all faculty evaluations