

Annual Review Calendar for the 2025–2026 Academic Year

Assistant/Associate Deans ([AA/PPS 04.02.10](#)), Department Chairs and School Directors ([AA/PPS 01.02.11](#)), Endowed Faculty and University Chairs ([AA/PPS 04.01.05](#))

Due Date	Responsible Party	Recipient	Action / Description
9/1/25 – 4/14/26	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty, University Chairs	Faculty Qualifications	Enter annual activities and accomplishments into Faculty Qualifications for review.
10/1/25	Faculty & Academic Resources	Watermark Faculty Success Administrator	Provide a list of individuals scheduled for review via Faculty Qualifications.
1/2/26	Faculty Qualifications System	Assistant Deans and Associate Deans, Chairs and Directors, Endowed Faculty, and University Chairs	Faculty Qualifications system opens for faculty to begin uploading review materials.
4/15/26	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty, University Chairs	Dean	Final deadline to submit required materials for review.
4/15/26	Dean	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty, University Chairs	The evaluation and reappointment process begins. The Dean must verify that materials in Faculty Qualifications are complete.
5/1/26	Dean	Assistant Deans and Associate Deans, Chairs and Directors, Endowed Faculty, and University Chairs	The Dean completes and submits written evaluations in the Faculty Qualifications System. Evaluations are shared with each candidate for review and response.
5/5/26	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty, University Chairs	Faculty Qualifications System	The individuals submit responses or comments in the Faculty Qualifications System.
5/15/26	Provost	Chairs and Directors, Endowed Faculty, and University Chairs	Provost completes and submits final comments in the Faculty Qualifications System.

All submissions and feedback are managed through the Faculty Qualifications System.

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Assistant Deans & Associate Deans

Policy: [AA/PPS 04.02.10](#) – Annual Review of Assistant and Associate Deans

Assistant and Associate Deans are evaluated annually by their respective Dean. This internal college review process concludes with the Dean's written feedback. *Note: There is no Provost step in this review.*

Key Dates

- 1/2/2026: Review cycle begins
- 4/15/2026: Submit CV and Annual Review Report (self-assessment)
- 5/1/2026: Dean provides written feedback
- 5/5/2026: Optional faculty response due

Materials Required: Current CV, Annual Review Report (self-assessment), Additional documentation (optional), Evaluation Focus, Leadership performance, Goal achievement, and Contributions to College Initiatives.

Department Chairs & School Directors

Policy: [AA/PPS 01.02.11](#) – Annual Review of Department Chairs and School Directors

Chairs and Directors are reviewed by the Dean. Completed evaluations are forwarded to the Provost for final review and comment.

Key Dates

- 1/2/2026: Review cycle opens
- 4/15/2026: Submit CV and Annual Review Report
- 5/1/2026: Dean completes review
- 5/5/2026: Optional faculty response due
- 5/15/2026: Provost completes final review

Materials Required: Current CV, Annual Review Report, Optional supporting materials (e.g., leadership accomplishments), Evaluation Focus, Administrative effectiveness, Leadership, Budgeting, Faculty support, and Departmental goals.

Endowed Faculty & University Chairs

Policy: [AA/PPS 04.01.05](#) – Annual Review of Endowed Faculty and University Chairs

These faculty members undergo annual review to ensure continued excellence in scholarship, teaching, and service. Reviews are conducted by the Dean and finalized by the Provost.

Key Dates

- 1/2/2026: Review opens
- 4/15/2026: Submit CV, Annual Review Report, and documentation of scholarly accomplishments
- 5/1/2026: Dean completes review
- 5/5/2026: Optional faculty response due
- 5/15/2026: Provost finalizes review

Materials Required: Current CV, Annual Review Report, Documentation of scholarship, service, and external recognition (e.g., grants, publications, awards), Evaluation Focus, continued excellence in scholarship, teaching, and service, Institutional impact, and High-performance standards.