

Annual Faculty Evaluation and Post-Tenure Review Calendar for the 2025-2026 Academic Year

Performance Evaluation of Faculty and Post-Tenure Review, [AA/PPS 04.02.10](#)

Due Date	Responsible Party	Recipient	Action / Description
9/30/25	Chair/Director	Departmental / School Personnel Committee	Notify Departmental/School Personnel Committee of faculty scheduled for annual and post-tenure review for the 2025–26 cycle.
9/30/25	Chair/Director	Faculty	Notify tenured faculty scheduled for post-tenure review, in accordance with AA/PPS 04.02.10, Sec. 07.01.
9/1/25 – 1/31/26	All Faculty	Faculty Qualifications System	Enter annual activities and accomplishments into Faculty Qualifications for review.
10/1/25	Faculty & Academic Resources	Dean	Provide a list of current faculty eligible for evaluation via Faculty Qualifications.
12/1/25	Chair/Director	Watermark Faculty Success Administrator	Provide list of Departmental/School Personnel Committee members conducting reviews.
12/15/25	All Faculty	Faculty Qualifications System	Faculty Qualifications system opens for faculty to begin uploading annual and post-tenure review materials.
1/31/26	All Faculty	Faculty Qualifications System	Final deadline to submit required materials for review.
2/1/26	Chair/Director	Faculty	The annual evaluation process begins. The Chair/Director must verify that materials in Faculty Qualifications are complete.
2/1/26 – 3/15/26	Chair/Director / Personnel Committee	Internal	The Chair/Director and Departmental/School Personnel Committee review faculty materials and meet to discuss reappointment recommendations.
3/15/26	Chair/Director	Faculty	Annual Faculty Evaluations finalized and accessible. Feedback provided to faculty per AA/PPS 04.02.10.
4/1/26	Chair/Director	Faculty	Provide written notice of non-retention to continuing non-tenured faculty, if applicable.
5/1/26	Chair/Director	Dean	Submit recommendations for renewal, non-renewal, and/or post-tenure outcomes.
5/31/26	Provost	Faculty	If applicable, issue notices of terminal contracts. Employment continues through May 31 of the next academic year.
6/1/26 – 8/31/26	Chair/Director	Faculty	Implement optional development plans or mentoring for faculty rated “Does Not Meet Expectations.”

Timeline for Addressing Failure to Meet Expectations (Tenured Faculty Only)

Due Date	Responsible Party	Recipient	Action / Description
Early March	Chair/Director	Affected Faculty	If faculty may have failed to meet expectations, provide written notification to faculty within 3 business days after completion of evaluation.
Mid-March	Chair/Director	Affected Faculty	Meet with affected faculty member within 6 business days of written notice.
Late March	Chair/Director / Personnel Committee	Internal	Meet to discuss faculty member’s performance within 6 business days after Chair/Director’s meeting.

Provost and Executive VPAA/Faculty and Academic Resources

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Due Date	Responsible Party	Recipient	Action / Description
Early April	Departmental / School Personnel Committee	Chair/Director	Submit recommendation on faculty member's performance to chair within 10 business days after committee meeting.
Mid-April	Chair/Director	Dean	Send Departmental/School Personnel Committee recommendation, Post-Tenure Review Tracking Form, and copy of the development plan to Dean within 10 business days of receiving Personnel Committee input.
Late April	Dean	Affected Faculty / Faculty & Academic Resources.	Notify faculty member and chair of decision within 6 business days of receiving documentation. The faculty may request a meeting with the dean within 6 business days of notification. Copy of decisions goes to Faculty and Academic Resources.

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

Additional Notes:

- One-semester, part-time, and temporary faculty should be evaluated at the end of their teaching term, even if outside this calendar (per AA/PPS 04.02.10, Section 02.02).
- Post-Tenure Review is required every six years unless interrupted by promotion or other qualifying evaluation (Section 07.01). A separate tracking list should be maintained by the chair.
- For tenure-track annual evaluations, refer to AA/PPS 04.02.01 for additional guidance.