

**Annual Review Calendar  
for the 2026-2027 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](#))

<b>Due Date</b>	<b>Responsible Party</b>	<b>Recipient</b>	<b>Action / Description</b>
<b>9/1/26 – 4/14/27</b>	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty / University Chairs	Watermark Faculty Success	Enter annual activities and accomplishments in Watermark Faculty Success.
<b>10/1/26</b>	Faculty & Academic Resources	Faculty Success Administrator	Provide review roster to Faculty Success Administrator via SharePoint.
<b>1/4/27</b>	Watermark Faculty Success	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty / University Chairs	Annual review cycle opens; candidates begin uploading required materials.
<b>4/15/27</b>	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty / University Chairs	Deans	Deadline to submit required materials for review.
<b>4/15/27</b>	Deans	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty / University Chairs	Evaluation process begins; verify completeness of materials.
<b>4/30/27</b>	Deans	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty / University Chairs	Complete written evaluations and share with candidates.
<b>5/5/27</b>	Assistant/Associate Deans, Chairs/Directors, Endowed Faculty / University Chairs	Watermark Faculty Success	Optional responses or comments due in Watermark Faculty Success.
<b>5/14/27</b>	Provost	Chairs/Directors, Endowed Faculty / University Chairs	Final comments completed for Chairs/Directors and Endowed Faculty in Watermark Faculty Success.

**System Note: All submissions and feedback are managed through Watermark Faculty Success (formerly Faculty Qualifications System / Digital Measures).**

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### Assistant Deans & Associate Deans

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

#### **Annual Review of Assistant and Associate Deans**

- Evaluated annually by respective Deans; internal college review concludes with Dean's written feedback.
- **No Provost step** for this group.

#### **Key Dates**

- 1/4/2027: Review cycle begins (Saturday electronic launch)
- 4/15/2027: Submit CV and Annual Review Report (self-assessment)
- 4/30/2027: Deans provide written feedback
- 5/5/2027: Optional faculty response due

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

### Department Chairs & School Directors

**Policy:** [AA/PPS 01.02.11](#), **Role, Evaluation, and Step-Down Salaries of Department Chairs and School Directors**

#### **Annual Review of Department Chairs and School Directors**

- Reviewed by the Deans; completed evaluations forwarded to Provost for final review and comment.

#### **Key Dates**

- 1/4/2027: Review cycle opens
- 4/15/2027: Submit CV and Annual Review Report
- 4/30/2027: Deans complete review
- 5/5/2027: Optional faculty response due
- 5/14/2027: 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, Departmental goals

### Endowed Faculty & University Chairs

**Policy:** [AA/PPS 04.01.05](#), **Endowed Chairs, Endowed Professorship, and University Chairs: Operating Guidelines**

#### **Annual Review of Endowed Faculty and University Chairs**

- Annual review to ensure continued excellence in scholarship, teaching, and service; Deans conducts review, Provost finalizes.

#### **Key Dates**

- 1/4/2027: Review opens
- 4/15/2027: Submit CV, Annual Review Report, and documentation of scholarly accomplishments
- 4/30/2027: Deans complete review
- 5/5/2027: Optional faculty response due
- 5/14/2027: Provost finalizes review

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