

**Annual Faculty Evaluation and Post-Tenure Review Calendar
for the 2026-2027 Academic Year**

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

| Due Date | Responsible Party | Recipient | Action / Description |
|-------------------------|--------------------------------------|---|--|
| 9/30/26 | Chair/Director | Departmental / School Personnel Committee | Notify Departmental/School Personnel Committee of faculty scheduled for annual and post-tenure review for the 2026–2027 cycle. |
| 9/30/26 | Chair/Director | Faculty | Notify tenured faculty scheduled for post-tenure review, in accordance with AA/PPS 04.02.10, Sec. 07.01. |
| 9/1/26 – 1/29/27 | All Faculty | Watermark Faculty Success | Enter annual activities and accomplishments into Watermark Faculty Success for review. |
| 10/1/26 | Faculty & Academic Resources | Deans | Provide a list of current faculty eligible for evaluation via Watermark Faculty Success. |
| 12/1/26 | Chair/Director | Faculty Success System Administrator | Provide list of Departmental/School Personnel Committee members conducting reviews. |
| 12/15/26 | All Faculty | Watermark Faculty Success | Watermark Faculty Success opens for faculty to begin uploading annual and post-tenure review materials. |
| 1/29/27 | All Faculty | Watermark Faculty Success | Final deadline to submit required materials for review. |
| 2/1/27 | Chair/Director | Faculty | The annual evaluation process begins. The Chair/Director must verify that materials in Watermark Faculty Success are complete. |
| 2/1/27 – 3/15/27 | Chair/Director / Personnel Committee | Internal | The Chair/Director and Departmental/School Personnel Committee review faculty materials and meet to discuss annual evaluation and post-tenure review outcomes. |
| 3/15/27 | Chair/Director | Faculty | Annual Faculty Evaluations finalized and accessible. Feedback provided to faculty per AA/PPS 04.02.10. |
| 4/1/27 | Chair/Director | Faculty | Provide written notice of non-retention to continuing non-tenured faculty, if applicable. |
| 4/30/27 | Chair/Director | Deans | Submit recommendations for renewal, non-renewal, and/or post-tenure outcomes. |
| 5/31/27 | Provost | Faculty | If applicable, issue notices of terminal contracts. Employment continues through May 31 of the next academic year. |
| 6/1/27 – 8/31/27 | Chair/Director | Faculty | Implement optional development plans or mentoring for faculty rated “Does Not Meet Expectations.” |

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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. |
| 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 | Deans | Send Departmental/School Personnel Committee recommendation, Post-Tenure Review Tracking Form, and copy of the development plan to Deans within 10 business days of receiving Personnel Committee input. |
| Late April | Deans | 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 deans within 6 business days of notification. Copy of decisions goes to Faculty and Academic Resources. |

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

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.