

## Annual Activities Reporting Schedule

- Oct. 9 Faculty member submits completed Annual Activities Report to the appropriate dean or director
- \*Jan. 17 Dean/Director reviews report, writes evaluation and meets with faculty member to review performance
- For faculty with joint appointments, the dean will arrange a review schedule that assures that all appropriate administrators provide a written evaluation of the faculty member, and that the faculty member is allowed to review and respond to each evaluation. The dean will inform the faculty member of these arrangements.
- January 18 - 24 Faculty member response to dean/director recommendation.

\*Evaluative feedback will be provided at the discretion of the dean or director.