

## Combined Due Date and Tasks Calendar for Workload & Annual Review

---

Due Date	Task
<b><u>Step 1</u></b>	
January 15	Upload previous 2 academic year workload documents to Faculty Success
<b><u>Step 2</u></b>	
January 16 – January 31	Peer reviews conducted and uploaded to Faculty Success
<b><u>Step 3</u></b>	
February 1 – February 15	Department Chair reviews annual reviews and finalizes the evaluation.
<b><u>Step 4</u></b>	
February 15 – April 1	Department chair meeting with faculty member to discuss annual review and begin workload meetings.
<b><u>Step 5</u></b>	
April 1	Department chair submits annual review to dean and uploads signed workload documents to a capture folder.
<b><u>Step 6</u></b>	
April 1 – May 1	Dean reviews annual reviews and workloads and meets with department chairs.
<b><u>Step 7</u></b>	
May 3	Final faculty step for downloading results of the annual review and submitting final changes to the workload document per the discussion of the dean and chair.
<b><u>Step 8</u></b>	
September 1	Update workload documents if changes equate to at least 3-credit hours.

---

**\*The table above combines the workflow process of the 2 tables below.**

## Academic Year Workload Planning Process

---

Due Date	Task	Instructions
<b><u>Step 1</u></b>		
February 15 – April 1	Initiate Workload Meeting	Department Chair and each faculty meet individually to discuss proposed Workload.
<b><u>Step 2</u></b>		
April 1	Sign Workload	Faculty send final signed Workload to Department Chairs.  Department Chairs sign and upload Workload to Box.
<b><u>Step 3</u></b>		
April 1 – May 1	Associate Deans Meetings with Department Chairs	Department Chairs highlight exceptions or challenges in Workload documents.  If exceptions are not approved by Associate Deans, Department Chairs reconvene with faculty to renegotiate Workloads and restart Step 2.  After finalizing approval, no further action is required unless significant changes occur to the Workload prior to September 3, then proceed to step 4.
<b><u>Step 4</u></b>		
May 3	Finalize Significant Changes	In the event that Workloads change by more than 10%, the Workload must be re-signed by faculty and Department Chairs. The new signed document is uploaded to Box by the Department Chair and reviewed by the Associate Deans for approval.
September 1	Finalize Workload Changes	Faculty workload expectations may change after May 3 for numerous reasons (e.g., receiving grant notifications, awarded fellowships with course releases, change in position responsibilities, etc.). Faculty must meet with the Chair and update workloads. Additionally, Chairs may need to make workload adjustments based on course coverage needs or teaching expectations. Changes must be done prior to September 1 and uploaded to Box by the Department Chair and reviewed by the Associate Deans for approval on September 1.

---

## Calendar Annual Review Process

Due Date	Task	Instructions
<b><u>Step 1</u></b>		
January 15	Upload previous 2 academic year workload documents to Faculty Success	Faculty or a designee (e.g., administrative staff) uploads the current year and previous year signed workload documents.  Faculty ensure that all Annual Reports in Faculty Success contain: 1) Signed Workload (required) for previous and current Academic Years; 2) Updated CV (required); 3) Student evaluations (required); 4) Peer reviews of teaching (where required); 5) Faculty reflection/summary/narrative of annual performance; 6) Other pertinent documents.
<b><u>Step 2</u></b>		
January 16 – January 31	Peer Reviews	Peer review committees review faculty documents and prepare and complete faculty assessments. Then upload or write the reviews in Faculty Success.
<b><u>Step 3</u></b>		
February 1 – February 15	Department Chair Reviews	Department Chairs review faculty documents and peer committee feedback and complete individual faculty assessments. Then load to Faculty Success.
<b><u>Step 4</u></b>		
February 15 – April 1	Department Chair Meeting & Response	Faculty schedule meeting with Department Chair to discuss the evaluation.
	*Note this meeting occurs simultaneously with workload meeting	Faculty must acknowledge having read the review or writes a formal response to the review in Faculty Success.
<b><u>Step 5</u></b>		
April 1	Submission to Dean	Department Chairs submit (push) the reviews to the Dean in Faculty Success.
<b><u>Step 6</u></b>		
April 1 – May 1	Dean Review and Meetings with Department Chairs	Dean or designee reviews faculty documents, peer/Chair feedback, and complete review in Faculty Success. Meeting between the Associate Dean and Chairs is scheduled to discuss the reviews.
<b><u>Step 7</u></b>		
May 3	Final Faculty Submission	Faculty reads Dean's review and submits the review one last time in Faculty Success. This last step completes the Annual Review Process.