

Georgia State University

Perimeter College

2020-2021 Annual Review of Faculty Calendar

Period of Review May 1, 2020 – April 30, 2021

Proposed timeline for those **not** applying for promotion and/or tenure

| Due Date | Action |
|----------------------------|--|
| January 29, 2021 | The faculty member submits a copy of the syllabus for each course section to the Associate/Department Chair. Syllabi for all courses for the current semester shall be on file with the Associate/Department Chair. |
| March 5, 2021 | Faculty member submits Profiles/Activity Reporting Forms to Department Chair or Associate Chair as required by Department. |
| April 9, 2021 | Associate Chair submits first draft to Department Chair (if Associate Chair serves as evaluator of faculty member). |
| April 12 - August 20, 2021 | <p>The Department Chair reviews evaluation drafts, discusses with Associate Chair and/or faculty member as and completes the Faculty Evaluation form. Academic year activities should include those from May 1, 2020 – April 30, 2021.</p> <p>Department Chairs and Associate Chairs may meet jointly to discuss all the annual reviews for the faculty members in the department to ensure consistency in evaluation.</p> <p>Department Chair also completes a first semester review for new tenure-track faculty.</p> |
| August 27, 2021 | The Department Chair upload faculty evaluations to the Associate Dean of Faculty Affairs for signature as reviewer. |
| May-August 2021 | Department Chair completes a faculty mid-year review and holds individual discussions with faculty member. A copy of this document should be given to faculty member. |

Things to note:

- All faculty who taught during the 2020-2021 academic year must submit a faculty evaluation.
- It is suggested that for faculty **not** teaching during the summer, the discussion of the evaluation with the Department Chair/Associate Chair happen prior to May 15 or between August 16, 2021 – August 20, 2021.
- If the Department Chair designates the evaluation of faculty to an Associate Chair (as stated in the Faculty Handbook), it is encouraged that both the Department Chair and Associate Chair sign on the evaluator line.
- Department Chairs who taught will submit a faculty evaluation to the Associate Dean of Academic Affairs.
- Associate Deans who taught will submit a faculty evaluation to the Associate Dean of Faculty Affairs.