

COLLEGE of CHARLESTON

Annual and Merit Evaluation Calendar for Regular Faculty[†]

Applicable to Instructors, Senior Instructors, Tenure-Track, and Tenured Faculty

- January*:** Each tenured faculty member or Senior Instructor requests, in writing to their chair, that the rating received under their most recent full performance evaluation stand or that a full evaluation be conducted.
- Chair provides dean with list of faculty for whom s/he expects to allow previous performance evaluations to stand. Chair or dean may require that a faculty member undergo a full evaluation in any given year.
- January 25*:** In the case of requests that a previous evaluation stand, the chair provides, in writing, approval of such request or denial of request with a brief explanation why a full evaluation will be conducted.
- Early Feb.:** Faculty members undergoing a full performance evaluation submit materials, as outlined in *Faculty/Administration Manual* and any departmental or school guidelines, and enter recent accomplishments in the Faculty Activity System (hereafter, "FAS").
- Faculty members for whom a previous annual evaluation will stand enter recent accomplishments in the FAS and provide chair an updated curriculum vitae and any further information that is appropriate.
- In evaluations of interdisciplinary and graduate program directors, the initial evaluators will agree to a timeline, consistent with this calendar, for one evaluator to provide their input to the other, as outlined in the program director policy, available on the Academic Affairs website (academicaffairs.cofc.edu > Procedures and Practices > Academic Program Directors Policy), and similarly for faculty members with joint appointments in accordance with the Memorandum of Understanding for their appointment.
- For (a) all untenured faculty members and (b) any tenured faculty members undergoing both post-tenure review and a full annual evaluation who have received at least one rating of unsatisfactory on teaching in a prior annual evaluation:**
- By March 1:** Chair provides annual evaluation to Dean for review.
- By March 15:** Chair or Dean of Libraries conducts interview with faculty member.
- At least one week prior to the interview, faculty member will receive the Chair's or Dean of Libraries' narrative assessment of strengths and weaknesses and suggestions for improvement.
- Chair or Dean of Libraries provides faculty member with a signed and dated annual evaluation.
- By March 31:** Chair provides annual evaluation, signed by chair and faculty member, to Dean for final review and signature.

For all other regular faculty members undergoing a full annual evaluation:

By March 15: Chair provides annual evaluation to Dean for review.

By early April: Chair or Dean of Libraries conducts interview with faculty member.

At least one week prior to the interview, faculty member will receive the Chair's or Dean of Libraries' narrative assessment of strengths and weaknesses and suggestions for improvement.

Chair or Dean of Libraries provides faculty member with a signed and dated annual evaluation.

By April 15: Chair provides annual evaluation, signed by chair and faculty member, to Dean for final review and signature.

For all regular faculty members:

**Within 10
working days**

of interview*: A faculty member wishing to appeal an annual evaluation (or assignment of a merit category) and unable to reach a resolution with the Chair may appeal to the Dean by submitting a written request for an appeal hearing within 10 working days of the evaluation interview (or, respectively, within 10 working days of provision of the assignment of merit category).

Library faculty should follow the steps outlined above. Their appeals should, however, go directly to the Provost, who will render the final decision.

April 15: Chair provides recommended merit ratings to Dean for review.

April 30: Chair or Dean of Libraries provides faculty member with an assignment, in writing, of merit category.

NOTE:

* Dates marked with an asterisk are required deadlines as delineated in the *Faculty/Administration Manual*.

‡ When any date falls on the weekend, the deadline will be the next business day after that date.

January and early February dates may be modified by deans for calendar year annual evaluations, given the distribution date of the annual and merit evaluation calendar.