

COLLEGE of CHARLESTON

Annual Evaluation Calendar for Visiting and Adjunct Faculty[‡]

- February:** Visiting and adjunct faculty members who have received written annual evaluations for a minimum of three consecutive years may request, in writing to their chair, that the rating received under their most recent full performance evaluation stand.
- 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.
- February 21:** 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.
- March 1:** Faculty members undergoing a full performance evaluation submit materials, as outlined in *Faculty/Administration Manual*, Provost's memo dated April 30, 2015, and any departmental or school guidelines.
- Faculty members for whom a previous annual evaluation will stand provide Chair an updated curriculum vitae and any further information that is appropriate.
- By April 15:** Chair provides annual evaluation to Dean for review.
- By April 30:** Chair or Dean of Libraries conducts interview with faculty member, if appropriate.
- Chair or Dean of Libraries provides faculty member with a signed and dated annual evaluation.
- Within 10 working days of provision of written annual evaluation:**
An adjunct or visiting faculty member wishing to appeal an annual evaluation 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 provision of the written evaluation.
- By May 15:** Chair provides annual evaluation, signed by Chair and faculty member, to Dean for final review and signature.

NOTE:

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