

Annual Faculty Evaluation Timeline

AY27 Schedule

UWG Handbook 104.01 (Administrative Evaluation of Faculty) ensures that all faculty are evaluated annually with respect to their accomplishments in the areas of teaching, service, professional development (scholarship, research, and creative activities), and contributing to student success.

The following schedule defines when each step will be completed for the AY27 cycle. The dates below represent “no later than” deadlines:

October 1	Office of the Provost publishes the details of the evaluation cycle
January 27	Faculty submit completed materials to their department chair/director/supervisor
March 10	Department chairs/director/supervisor complete their reviews, return feedback to faculty in writing and via conference scheduled no later than this date
March 17	Faculty acknowledge review with response
March 24	Faculty submit appeal of review if any
April 7	Department chair/director/supervisor provides any response to appeal to faculty
April 7	Department chair/director/supervisor submits all faculty reviews to their dean
April 28	Any needed Performance Remediation Plan (PRP) defined
April 28	All faculty evaluations reviewed and signed by dean and submitted to the Office of the Provost

Archive of faculty evaluations is the responsibility of the individual faculty member (so they may use them for future promotion/tenure or other personnel needs), the department chair, dean, and Office of the Provost. These materials will be kept confidential, and only those in the supervisory chain of custody will have access to the archived evaluation materials.