

## 2017-2018 Department Evaluation Committee (DEC) & Other Processes Timeline

### *Fall 2017, Faculty Evaluations*

**Promotion Evaluations:** FT & PT faculty applying for promotion (XV.G.1.a) and FT faculty applying for initial rolling contract status (XV.G.1.b)

**Formative Evaluations & Continuance Evaluations:** All Formative and Continuance Evaluations for Full-Time faculty (XV.G.1.c); Continuance Evaluations for FT faculty in their second year of appointment (XV.H.2)

<b>Fall 2017 Dates</b>	<b>DEC Event:</b> for promotions, rolling contract status, FT formative & continuance evaluations	<b>Timing</b>
<b>(F) September 1</b>	<b>Notify Valuees:</b> Last day for DEC Chair to inform member(s) scheduled for DEC evaluations in this academic year (XV.C.3.f).	First week of fall semester
<b>(F) September 1</b>	<b>Members Notify DEC:</b> Last day for evaluatees electing to go up for a promotion and/or rolling contract to notify DEC Chair in writing of her/his intention (XV.E.2).	Within first week of the fall semester
	<b>Notify Community:</b> DEC Chair notifies academic community by e-mail that evaluatees' files are open for submissions.	<i>AFEC suggests by Sept. 9th</i>
<b>(F) September 16</b>	<b>Evaluation Roster complete &amp; submitted:</b> CAO completes and submits to the Chair of AFEC, and each DEC Chair an 'Evaluation Roster' listing rank and evaluation information for all unit members (XIII.F.8).	End of 3 <sup>rd</sup> week in September
<b>(T) September 19</b>	<b>Initial DEC File:</b> Last day to submit initial DEC file to DEC Chair (XIV.G.3.b.1).	29 calendar days before vote
<b>(W) September 20</b>	<b>Initial DEC File available to view:</b> (XV.G.3.c.), in a secure location (XIV.E.4).	28 calendar days before vote
<b>(T) October 3</b>	<b>Community Letters Due:</b> Last day for members of the academic community to submit materials to the evaluatee's DEC File (XV.E.3.a).	15 calendar days before vote
<b>(W) October 4</b>	<b>Last Day for DEC Chair to Notify Evaluatee of Incomplete File</b> (XV.E.3.b)	14 calendar days before vote
<b>(W-T) October 4-10</b>	<b>Evaluatee Submissions Only:</b> Evaluatee only may submit materials to her/his DEC file, including written responses to submitted material in her/his DEC file. Submit only through DEC Chair (XV.E.3.c).	Between 14 and 8 calendar days before vote
<b>(T) October 10</b>	<b>Last day for evaluatee to submit a written response to any and all material in their DEC file</b> (XV.E.5)	8 calendar days before the vote
<b>(W) October 11</b>	<b>File Closed:</b> DEC file closed to all submissions. Completed file now available for review by DEC members (XV.E.3.d).	7 calendar days before vote.
<b>(W) October 18</b>	<b>DEC Meeting and Vote:</b> DEC Chair immediately, orally informs evaluatee of DEC vote (XV.E.9).	October Dep't. meeting
<b>(W) October 25</b>	<b>Draft DEC letter to Evaluatee:</b> Last day for DEC Chair to provide evaluatee and members of the DEC with draft summary fo the DEC review and decision when applicable, and includes the numerical vote for Promotion and Continuance Evaluations (XV.E.10)	5 calendar days after the DEC vote

<b>(W) October 25 – (F) November 3</b>	<b>DEC File Reopens for Rebuttal Statement:</b> “File is reopened for DEC report/s and report rebuttal/s. Unit members being evaluated who disagree with DEC’s written summary may submit a rebuttal statement which will be placed in their file” (XV.E.11). Submit only through DEC chair.	Between the 5 <sup>th</sup> weekday and 12 weekday after the DEC vote
<b>(F) November 3</b>	<b>Additional Materials:</b> Last day for DEC Chair to provide evaluatee “any additional or different materials” included in final DEC file, including final DEC report to the Provost (XV.E.12)	12 business days after vote
<b>(M) November 6</b>	<b>Submit files to Provost:</b> Last day for DEC Chair to submit all DEC materials to the Provost (XV.E.13)	13 <sup>th</sup> business day after vote
<b>November 7-14</b>	<b>AFEC Review of DEC letters for promotion and rolling contract (XIII.E.1.b.6)</b>	AFEC will meet during the week following the Provost’s receipt of the DEC files
<b>(W) December 20</b>	<b>Provost’s Response:</b> Last day for Provost to notify evaluatee of acceptance or rejection of DEC recommendation by e-mail. Hard copy may be mailed on this day (XV.M.4).	No later than December 20

#### ***Fall 2017, Directors/Chairpersons/Coordinators Evaluations***

<b>Fall 2017 Dates</b>	<b>DEC Event:</b> Evaluation of Directors, Chairpersons, and Coordinators, Fall Semester of the second year of the term of office, using an objective evaluation form (XV.P.2)	<b>Timing</b>
<b>Early Fall</b>	<b>Conduct Evaluations:</b> Dean of Faculty prepares and distributes evaluation	N/A
<b>(F) October 20</b>	<b>Summary to Evaluatee:</b> “As soon as the Dean of Faculty’s office has prepared the evaluation summary, a copy of the summary will be given to the Director, Coordinator, or Chairperson undergoing evaluation”(XV.P.8)	15 calendar days prior to the summary being submitted to the Provost
<b>(F) October 27</b>	<b>Rebuttal/Statement:</b> Director/Chairperson/Coordinator may submit rebuttal to the Dean of Faculty’s Office (XV.P.9).	w/in 5 business days of receipt of summary
<b>(M) November 6</b>	<b>Submit materials to Provost and to the faculty in the department, program, or area:</b> Evaluation summary, including rebuttal if any, to be submitted to the CAO (XV.P.10).	Evaluation summaries provided to the Provost at the same time as all other DEC recommendations.

#### ***Fall 2017 Research Track (RT), Sabbatical, & Service Scholarship Track (SST) Dates***

<b>(M) April 3*</b>	<b>Report on Fall 2016 Sabbaticals:</b> Last day to submit written report to Provost and Department with copy to DEC file (XI.D.6.c)	April 1 following a Fall sabbatical
<b>(W) July 27</b>	<b>Report on SST/Research Track:</b> Latest date to submit written report to <b>Provost</b> , with copy to DEC file (XI.4.e).	2 months after semester <b>of the reduction</b>

<b>(T) August 31</b>	<b>Provost will issue a call for SST and RT proposals; call will delineate the process, criteria, and application format (XI.4.d)</b>	
<b>(Th) September 1</b>	<b>Report on Sabbatical:</b> Last day to submit written report to CAO for those who had Spring 2015 sabbaticals (XI.D.6.c)	September 1 following a Spring or full academic year sabbatical
<b>(M) October 16*</b>	Sabbatical Applications: Last day to submit application materials to the DEC (XI.D.4.a).  Research Track & Service Scholarship Track Applications: Last day to submit application materials to the Department (XI.A.4.d)	October 15
<b>(W) October 18</b>	<b>DEC Meeting/Department Meeting and Vote</b>	October Dept meeting
<b>(W) November 15</b>	<b>Sabbatical DEC recommendations to Provost:</b> Last day to send vote and supporting materials for Sabbaticals to the Provost, applicant, and the President of the AAUP (XI.D.4.d).  <b>RT &amp; SST Department recommendations to CAO:</b> last day to send vote and supporting materials for Research Track & Service Scholarship Track to the Provost and candidate (XI.A.4.d)	November 15
<b>(M) December 11*</b>	<b>Provost Responds:</b> Last day for the Provost to communicate acceptance/rejection on Research Track, Sabbaticals, and Service Scholarship Track applications to unit member, Dept. Chair, & AAUP President (XI.A.4.d).	December 10

\* Note: date adjustment because actual agreement date is on weekend

### *Spring 2018, DEC Evaluations*

<b>Spring 2018 Dates</b>	<b>DEC Event:</b> All formative and continuance evaluations for Senior Lecturers; Continuance evaluation for FT faculty in their second semester of their first year	<b>Timing</b>
<b>(T) February 6</b>	<b>Initial DEC File:</b> Last day to submit initial DEC file to DEC Chair (XV.D.3.b).	29 calendar days before vote
<b>(W) February 7</b>	<b>Initial DEC File available to view:</b> (XIV.G.3.c.), in a secure location (XIV.E.4).	28 calendar days before vote
<b>(T) February 20</b>	<b>Community Letters Due:</b> Last day for members of the academic community to submit materials to the evaluatee's DEC File (XV.E.3.a).	15 calendar days before vote
<b>(W) February 21</b>	<b>Last Day for DEC Chair to Notify Evaluatee of Incomplete File</b> (XV.E.3.b)	14 calendar days before vote
<b>(W-T) February 21-27</b>	<b>Evaluatee Submissions Only:</b> Evaluatee only may submit materials to her/his DEC file, including written responses to submitted	Between 14 and 8 calendar days before vote

	material in her/his DEC file. Submit only through DEC Chair (XV.3.c).	
<b>(W) February 28</b>	<b>File Closed:</b> DEC file closed to all submissions. Completed file now available for review by DEC members (XV.3.d).	7 calendar days before vote
<b>(W) March 7</b>	<b>DEC Meeting and Vote:</b> DEC Chair immediately, orally informs evaluatee of DEC vote (XV.D.3.b).	March department meeting
<b>March 10-18</b>	<b>Spring Break</b>	
<b>(W) March 21</b>	<b>Draft DEC Letter to Evaluatee:</b> Last day for DEC Chair to provide evaluatee and members of the DEC with draft summary fo the DEC review and decision when applicable, and includes the numerical vote for Promotion and Continuance Evaluations (XV.E.10)	5 business days after vote
<b>(W) March 21- (F) March 30</b>	<b>DEC File Reopens for Rebuttal Statement:</b> “File is reopened for DEC report/s and report rebuttal/s. Unit members being evaluated who disagree with DEC’s written summary may submit a rebuttal statement which will be placed in their file” (XV.E.11). Submit only through DEC chair.	Between the 5 <sup>th</sup> business day and the 12 <sup>th</sup> business day after the DEC vote
<b>(F) March 30</b>	<b>Additional Materials:</b> Last day for DEC Chair to provide evaluatee “any additional or different materials” included in final DEC file, including final DEC report to the Provost (XV.E.12)	12 business day after vote
<b>(M) April 2</b>	<b>Submit files to Provost:</b> Last day for DEC Chair to submit all DEC materials to the Provost (XV.E.13)	13 <sup>th</sup> business day after vote
<b>April 3-10</b>	<b>AFEC Review of DEC letters for promotion and rolling contract (XIII.E.1.b.6)</b>	AFEC will meet during the week following the Provost’s receipt of the DEC files
<b>(F) April 20</b>	<b>Provost’s Response:</b> Last day for Provost to notify evaluatee of acceptance or rejection of DEC recommendation by e-mail. Hard copy may be mailed on this day (XV.M.4).	No later than April 20
<b>(W) April 18</b>	<b>Notify Evaluatees:</b> Last day for DEC Chair to notify DEC member(s) scheduled for review the following academic year (XV.C.3.f).	Last Division/Department Meeting of the Spring Semester

#### ***Joint Committee on Release Time (JCRT) Application Dates***

<b>(F) February 9</b>	<b>JCRT Applications Due:</b> Last day to send applications to JCRT Chair, copies to Department Chair/Coordinator/Director & Provost (X.P.3 and X.P.4). Department chair will also submit a statement of impact on courses and budget.	<b>15<sup>th</sup> business day of the Spring semester</b>
<b>(F) March 9</b>	<b>JCRT Decisions:</b> Latest date for JCRT to issue decisions (X.P.4).	4 weeks after applications due

**Selection of Directors/Chairpersons/Coordinators:**

Directors and Chairpersons are elected for three year terms; Coordinators are elected for two year terms (XIII.C)

<b>(W) February 14</b>	<b>Elections:</b> Elections of Director/Chairperson/Coordinator for those with terms expiring end of Spring 2018.	1 <sup>st</sup> spring semester department mtg**
<b>(M) February 26*</b>	<b>Notify Provost of results:</b> Latest date for the DEC Chair to notify the Provost in writing of the election result.	February 25
<b>(Th) June 1</b>	<b>Director/Chairperson/Coordinator's term begins</b>	June 1

\* Date adjustment because actual agreement date is on weekend

\*\*Since the 1<sup>st</sup> meeting is so early in the semester, the Dean's office and AAUP agree that the election process would be better served by providing additional time.