May 15, 2019

To: Department Chairs

From: Greg Frazier

 Senior Associate Dean

Re: Schedule for 2019-2020 Annual Faculty Performance Reviews

Here is the schedule of due dates for the **Annual Faculty Performance Reviews** process for 2019-2020.

(Part of the routing process may be done using Digital Measures, depending on when UTA rolls out that functionality.)

 Sep 23 Faculty should electronically submit their materials through Digital Measures.

 Required materials include:

 -- Faculty Activity Report information

 -- Current CV

 -- Any article acceptance letters

 Oct 14 Department chairs ensure that all materials have been received and start conducting initial reviews.

 Jan 6-24 Department chairs meet with Dean to discuss initial reviews (bring hard copies).

 Feb 14 Department chairs notify Dean when reviews have all be acknowledged by faculty.

 Faculty should sign COB evaluation form and UTA evaluation form.

 Dept. Chairs should provide scanned copies of all signed forms to Dean’s office.

 Mar 4 Dean submits summary of reviews to Provost.