

# Evaluation Timeline

Action	Mid-Course Evaluation	Tenure and Promotion	Promotion to Professor
Dean notifies Candidate of eligibility	April 15	April 15	April 15
Candidate notifies Dean of intention CEC Formed	May 15	May 15	May 15
CEC Chair notifies Dean, Candidate, and FEC of CEC make-up	June 1	June 1	June 1
Candidate uploads digital portfolio to Canvas	First day college is open for business in January	July 1	July 1
CEC, Dean, and FEC visit Candidate's classes.	Fall or Spring	Fall	Fall
CEC submits letter to Candidate, Dean, and FEC Chair	February 15	October 1	October 15
Candidate response (optional) due in writing to CEC, FEC, and Dean.	Within one week of receipt of CEC letter.	Within one week of receipt of CEC letter.	Within one week of receipt of CEC letter.
Dean submits letter to Candidate, CEC Chair, and FEC Chair	At least one week prior to Candidate's FEC meeting.	At least one week prior to Candidate's FEC meeting.	At least one week prior to Candidate's FEC meeting.
Candidate response (optional) due in writing to CEC, FEC, and Dean	Within one week of receipt of Dean's letter.	Within one week of receipt of Dean's letter.	Within one week of receipt of Dean's letter.
FEC submits letter to Candidate, CEC Chair, and Dean	May 15	December 15	April 1
FEC submits letter to Provost	N/A	December 15	April 1
Candidate challenge (optional) due in writing to CEC, FEC, and Dean	Within one week of receipt of FEC's letter.	Within one week of receipt of FEC's letter.	Within one week of receipt of FEC's letter.
Provost submits letter of recommendation to the President.	N/A	January 15	April 15
President submits recommendation to the Board of Trustees.	N/A	February Board Meeting	May Board Meeting
President communicates Board's decision in writing to the Candidate.	N/A	February 28	May 31
Last day for Candidate to file an appeal.	N/A	August 1	August 1
Actions on previous year's evaluation schedule become effective.	N/A	September 1	September 1

Updated April 4, 2019