

TO: Full Time Faculty

FROM: Michelle Maldonado, Ph.D., Provost/Senior VPAA

DATE: August 29, 2023

SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2023/2024

According to Section 6.0, G.3 of the *Faculty Handbook*, Faculty Specialists will be evaluated annually at the departmental level and by their dean.

All evaluations materials including a faculty s self-report and departmental, dean and other evaluative documents will be submitted to the University-provided systems (SharePoint).

Reminder: As per Section 32.0 of the *Faculty Handbook*, if a due date lands on a weekend or holiday, the deadline will be the next earliest weekday the University is open.