

TO: Full-Time Faculty
FROM: Michelle Maldonado, Ph.D.
Provost/Senior Vice President for Academic Affairs
DATE: August 31, 2023
SUBJECT: Annual Evaluation Schedule for **Lecturers and Visiting Professors**- 2023/2024

According to Section 5.1 of the *Faculty Handbook*, Lecturers and Visiting Professors will be evaluated during the second and fourth semesters of appointment.

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).