



# Master Review and Evaluation Calendar

<https://www.gcsu.edu/business/information-faculty>

## PROMOTION AND TENURE

[https://www.gcsu.edu/sites/files/page-assets/node-389/attachments/pt\\_document\\_8-14-2019.pdf](https://www.gcsu.edu/sites/files/page-assets/node-389/attachments/pt_document_8-14-2019.pdf)

<https://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Promotion-and-Tenure/Tenure-Policy>

Forms - [https://mygc.gcsu.edu/academic-affairs/academic-affairs-evaluative-forms?check\\_logged\\_in=1](https://mygc.gcsu.edu/academic-affairs/academic-affairs-evaluative-forms?check_logged_in=1)

May 15	Colleges submit <b>eligible</b> candidate names to Academic Affairs
June 15	ePortfolio available for eligible candidates to view-only
August 01	Candidate declares intent to Dean/Department Chair
August 02	Dean's office submits <b>official</b> candidate names and Department Chair names to Academic Affairs
August 05	ePortfolio accessible for uploading documentation to Candidates, Department Chairs and the Dean's office
August 20	Dean's office sends information on committee members and non-committee, ranked members (if applicable) for each candidate to Academic Affairs
September 16	<b>DEADLINE</b> for submitting eTenure & Promotion documents by Candidates, Department Chairs and/or Dean's office
September 17	ePortfolio open for viewing to Department Committee in COAS, COB, and COHS and ranked members (if applicable) to review applicant submissions and to College Committee in COE. ePortfolio becomes view-only to Candidates
October 01	ePortfolio access terminated for COAS non-committee, ranked members
October 05	<b>DEADLINE</b> for uploading Department Committee letters (COAS, COB, COHS)
October 06	ePortfolio access terminated for Department Committee
October 15	If applicable, rebuttal or withdrawal letter by candidate
October 25	<b>DEADLINE</b> for uploading Department Chair letter
October 26	ePortfolio becomes view-only to Department Chairs
November 5	If applicable, rebuttal or withdrawal letter by candidate
November 6	ePortfolio open to College Committee to review applicant submission
November 30	<b>DEADLINE</b> for uploading College Committee letter
December 10	If applicable, rebuttal or withdrawal letter by candidate
December 11	ePortfolio access terminated for Department Chair and College Committee
January 10	<b>DEADLINE</b> for uploading Dean's letter
January 20	If applicable, rebuttal or withdrawal letter by candidate
Spring Semester	Applicants will be notified of decision by end of Spring semester.

\*The Dean's Office (Dean, Associate Dean, designee) has access starting August 5.

\*Department Chairs have access from August 05-October 25 in all colleges.

\*If date falls on a Saturday, Sunday, or holiday, deadline is next day of University business at 11:59p.m.

## PRE-TENURE REVIEW

<https://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Pre-Tenure-Review>

The following timeline outlines the stages for Pre-TR. In the event that any of these dates falls on a weekend or holiday, the deadline shall be the next day of university business.

Fall	The Chief Academic Officer notifies the Pre-TR candidate in third year of service or midpoint of probationary period as indicated in Section V.
Fall-March 1	The Tenure and Promotion Committee (TPC) within the faculty member's home department conducts evaluation and authors written report to the faculty member under review and the immediate supervisor by March 1.

## POST-TENURE REVIEW

<https://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Post-Tenure-Review>

The following timeline outlines the stages for Post-TR. In the event that any of these dates falls on a weekend or holiday, the deadline shall be the next day of university business.

May 1	The Chief Academic Officer notifies the Post-TR candidate as indicated in Section VII.
August 25	The Post-TR Committee shall be determined as indicated in Section VIII.
September 1	The Post-TR candidate submits the Post-TR portfolio as indicated in Section IX.
September 22	The Post-TR candidate receives a decision from the Post-TR Committee as indicated in Sections X and XI.
October 15	In the event of an unfavorable review, the Post-TR candidate may request a second review as indicated in Section XII.
October 22	The second Post-TR Committee shall be determined as described in Section VIII.
November 15	The Post-TR candidate receives a decision from the second Post-TR Committee as indicated in Sections X and XI.
December 1	The immediate supervisor of the Post-TR candidate notifies the Chief Academic Officer as indicated in Section XV and retains the Post-TR portfolio as indicated in Section IX.
February 1	Due date for completing the faculty development plan described in Section XIII.

## ANNUAL FACULTY EVALUATION

January 21	All individual faculty information for the previous year is due in Digital Measures
January 31	All requested faculty information for the previous year is due to the department chair
March 31	Department chair sends completed evaluation to faculty and has discussion with faculty under review
April 1	Completed, signed faculty evaluations due to Dean for review
June 1	Deadline for Dean to return all faculty evaluations, signed by Dean, to department chairs

## ACADEMIC LEADER EVALUATION

February 1	All parts of performance evaluation forms due to immediate supervisor
February 15	Administrative supervisor sends copy of completed evaluation and has discussion with person under review
March 3	Administrative Evaluation signed and returned to evaluator
March 8	Completed, signed evaluation due to next level of supervision for review
March 15	Deadline for reviewer to return all administrative evaluations, signed by reviewer, to evaluator

## FIVE-YEAR ACADEMIC LEADER REVIEW

January (preceding the review year)	Academic Affairs inform administrators and their supervisors about the review
Fall	Supervisor meets with administrator to discuss review process and composition of Review Team
December 1	Supervisor calls for input on administrator using Part IV Academic Administrator Evaluation Form; these forms should be returned to the supervisor
January 2	Administrator submits self-assessment to the Review Team
February 1	Part IV Administrator Evaluations due to the supervisor to be provided to Review Team
February 15	Review Team submits report to supervisor with copy to administrator
March 1	Administrator and supervisor discuss five-year review report; supervisor completes evaluation of administrator, signed by both
March 15	Deadline for supervisor to submit five-year evaluation to supervisor's supervisor
March 25	Deadline for the reviewer to return evaluation to the supervisor
March 31	Five-review completed

## ANNUAL STAFF REVIEWS

<https://intranet.gcsu.edu/human-resources/performance-management>

Feb 1-Jan 31	Staff Evaluation Period
Feb 3-Feb 12	Staff employees complete Self-Evaluation Form
Feb 13-Feb 26	Supervisors write employee Performance Evaluations
Feb 27-Mar 11	Supervisors conduct Performance Review Meetings
Mar 12-Mar 18	Next level management reviews exempt-level evaluations
Mar 18	Completed Performance Evaluations due to HR

