

2025 Faculty Annual Evaluation Deadlines

Date	Responsible Party	Task
November 2024	Provost Office	Announce evaluation deadlines. Notify department chairs to meet with faculty.
Mid December	Provost Office	Evaluations open in myVITA.
January 2, 2025	Department Chair	The Dept. Chair runs reports in myVITA/RPT of the faculty members from January 1 st to December 31 st of the previous calendar year and schedules meetings with all ranked faculty to discuss their performance during the last calendar year. After the meetings take place, the Dept. Chairs write their evaluation in the appropriate box in myVITA/RPT platform within 48 hrs. of such a meeting.
March 5	Department Chair	Department Chair completes their evaluation in myVITA/RPT.
March 5	Faculty Member	If the evaluation is unsatisfactory** , please see the additional section
March 12	Faculty Member	For satisfactory cases, Evaluation must be acknowledged in myVITA/RPT.

****For unsatisfactory cases.**

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March 12	Department Chair and Faculty	A meeting will be held between the department chair and the faculty within five business days of submission of the evaluation by the Dept. Chair to see if their positions can be reconciled
March 21	Faculty	If a reconciliation is not possible the faculty member will write their rebuttal within five business days .
March 21	Department Chair	The summary of the activities of the faculty member during the last calendar year, the evaluation of the chair and the rebuttal will be submitted to the T&P committee of the Department immediately after the faculty member has submitted their rebuttal.
April 2	Department P&T Committee	The T&P committee of the Department will meet within 10 business day of receiving the packet and provide a rationale for such a vote.
April 28	Dean	The Dean will consider all the evidence before them and determine if the overall performance of the faculty member is satisfactory or unsatisfactory. The decision of the Dean is final and cannot be appealed.