

**Probationary Faculty Annual Performance Reviews**  
**Guidelines for Department Evaluation Committees and Chairpersons**  
**10/31/2014**

The CBA requires that data be collected and that probationary faculty be evaluated for 5 years/10 semesters prior to tenure (with some exceptions). The specific requirement is that two peer observations be made in the classroom each semester and one classroom observation by the department chair each academic year. Every course taught in Fall and Spring should also have student evaluation collected.

The CBA also requires that annual evaluations be submitted on particular dates (depending on whether the faculty member was hired in fall or spring or is off-cycle because of leave).

Other than the requirements above, **the following guidelines are not hard and fast rules**, so they will need to be adjusted to handle specific situations. But generally speaking, this is a best-practices guideline agreed upon by APSCUF and Management.

	<b>Fall anniversary</b>		<b>Spring Anniversary</b>	
	<b>Due Date</b>	<b>Evaluates</b>	<b>Due Date</b>	<b>Evaluates</b>
First Annual Evaluation	1/30 Committee 2/7 Chair 2/28 Dean	Fall1 SRIS, Fall1 Peer and chair Observations, performance of scholarship and service from arrival to January 1	9/23 Committee 9/30 Chair 10/30 Dean	Spring1 SRIS, Spring1 Peer and chair observations, performance of scholarship and service from arrival to August 1
Second Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Spring1 SRIS, Spring1 Peer observations, Fall2 Chair observation, performance of scholarship and service from January 1-October 1	11/1 Committee 11/8 Chair 12/15 Dean	Fall1 and Spring2 SRIS, Fall1 and Spring2 Peer observations, Spring2 Chair observation, performance of scholarship and service from October 1-October 1
Third Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Fall2 and Spring2 SRIS, Fall2 and Spring2 Peer observations, Fall3 Chair observation, performance of scholarship and service from October 1-October 1	11/1 Committee 11/8 Chair 12/15 Dean	Fall2 and Spring3 SRIS, Fall2 and Spring3 Peer observations, Spring3 Chair observation, performance of scholarship and service from October 1-October 1
Fourth Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Fall3 and Spring3 SRIS, Fall3 and Spring3 Peer observations, Fall4 Chair observation, performance of scholarship and service from October 1-October 1	11/1 Committee 11/8 Chair 12/15 Dean	Fall3 and Spring4 SRIS, Fall3 and Spring4 Peer observations, Spring4 Chair observation, performance of scholarship and service from October 1-October 1
Fifth Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean (Tenure/Promotion Applicants refer to Tenure Policy dates)	Fall4 and Spring4 SRIS, Fall4 and Spring4 Peer observations, Fall5 Chair observation, performance of scholarship and service from October 1-October 1	4/1 Committee 4/8 Chair 4/15 Dean	Fall4 SRIS, Fall4 Peer observations, Spring5 Chair observation, performance of scholarship and service from October 1 to April 1
NOTES:		Fall5 and Spring5 SRIS and peer observations still need to be done as per CBA. These are important if the faculty member must re-apply for promotion or (rarely) tenure.		Spring5 and Fall5 SRIS and peer observations still need to be done as per CBA. These are important if the faculty member must re-apply for promotion or (rarely) tenure.