### Appendix I. Faculty Evaluation/FEP ePortfolio Timeline

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| **Deadline (due by)** | **Action** | **Responsible Parties** |
| Second Friday of August | Faculty evaluation status email to deans/supervising administrators department chairs and Continuing Contract Review Committee (CCRC) chair. | Human Resources |
| Second Friday of August | Enrollment of Initial Granting Faculty in FEP ePortfolio. | TLC |
| Fall Duty Days | Duty Days workshops scheduled for faculty on FEP ePortfolio process; departments will need to create subcommittees in the first departmental meeting; these subcommittees need to be finalized by third Friday in September. | Faculty (all) |
| End of August | Continuing Contract Review Committee (CCRC) formed as per 10.2.5 of the C.N.A. | Faculty Senate |
| Third Friday in September | Conferences held for all New Faculty, Annual Faculty (years 2 – 4) and Continuing Contract Faculty Undergoing Comprehensive Review, and Continuing Contract Faculty; these conferences are voluntary for all groups **except** New Faculty. | Deans/Faculty |
| Third Friday in September | Subcommittees need to be finalized at the departmental level; the names shall be sent to the CCRC Chair. | Department Chairs |
| Last Friday in September | **All faculty up for initial granting of continuing contract need to submit FEP ePortfolio electronically.** | Initial Granting Faculty |
| Second Friday in October | Deans/supervising administrators send the letter of support or non-support to the respective faculty member. | Deans/Supervising Administrators |
| Third Friday in October | Faculty upload the Dean/supervising administrator’s letter of support or non-support to their online FEP ePortfolio. | Initial Granting Faculty |
| Third  Friday in November | Subcommittees must meet with the candidate for an interview, review credentials, document the interview, and submit a recommendation to the CCRC Chair. Subcommittee Recommendation Form is available in the Document Manager. | Subcommittees/Faculty |
| Second Friday in December | Subcommittee reports delivered to CCRC Chair. | Continuing Contract Review Committee Chair |
| Third Friday in December | CCRC Chair delivers subcommittee reports to the Provost. | Continuing Contract Review Committee Chair |
| **Deadline (due by)** | **Action** | **Responsible Parties** |
| Mid-January | Fall Student Success Data available for faculty/deans/supervising administrators. | Institutional Research |
| Third Friday in January | Provost submits Initial Granting recommendations to President of the College. | Provost |
| Second Friday in February | **Continuing Contract Faculty Undergoing Comprehensive Review must submit their FEP ePortfolio electronically by second Friday in February.** Include 5th year Form 1. | Continuing Contract Faculty up for Comprehensive Review |
| Second Friday in February | **Initial Granting Faculty will must submit SOS data and Form 1 to the ePortfolio and the dean/supervising administrator.** | Initial Granting Faculty |
| Second Friday in February | Faculty submit Form 1 to the dean/supervising administrators. | Faculty |
| First Friday in March | The President shall notify the applicant for initial granting of continuing contract by letter (via e-mail) | President |
| Month of March | Dean/supervising administrator holds conferences with Continuing Contract Faculty Undergoing Comprehensive Review, and Annual Contract faculty. | Deans/supervising administrator |
| End of March | Deadline for Continuing Contract Faculty Undergoing Comprehensive Review to receive written evaluation from dean/supervising administrator. (Faculty member will have a maximum of 10 working days, from receiving the written recommendation, to review the evaluation prior to finalizing and signing the evaluation). | Deans and Faculty |
| End of March | Form #3 Due to dean/supervising administrator | All Faculty |
| First Friday in April | All contract recommendations due to Human Resources | Deans, Provost |
| First Friday in April | Provost’s office contacts faculty eligible for initial granting in the coming year about status. | Provost |
| Second Friday in April | Faculty eligible for initial granting will send an Email of Intent to dean/supervising administrator and copy to CCRC chair. | Faculty Eligible for Initial Granting |
| Third Friday in April | Deans will forward compiled list of faculty intending to apply for Initial Granting to CCRC Chair and notify the department chair or incoming chair of the need to convene an IGCC Review Subcommittee | Deans |
| End of April | Board of Trustees Meeting |  |
| May 1st | Contracts distributed to faculty. | Human Resources |