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College of Education
Tenure Tracking
Merit Pay Tracking through Individual Activity File
 Annual Evaluations

**Note Faculty and Evaluators always sign evaluations and copies are retained by all parties

Evaluation Path for New Faculty Hired in Fall Semester

Date	Comment	Tenure Information	IAF (Merit Information)	Evaluation Activities
Non-tenured Faculty Timeline	Non-tenured Faculty Timeline			
Fall Semester Year 1	1 st Tenure Review	Materials Collection Begins First Year Tenure Checklist	Materials Collection Begins	<ul style="list-style-type: none"> ▪ Faculty Mentor assigned ▪ Department Chair and Faculty Mentor give faculty member orientation to the university and college evaluation systems. ▪ First Year Tenure Checklist completed.
Spring Semester Year 1	1 st IAF Review (for 1 Semester Only)	IAF /Annual Review submitted to Department in February (calendar year)		<ul style="list-style-type: none"> ▪ Department IAF Committee (Elected Faculty and Chair) review and evaluate to determine points for merit ▪ Department chair communicates points and merit pay to faculty member. Copy in department files. Copy sent to Dean. ▪ Department Chair reviews materials, writes evaluation, and conferences with faculty ▪ Evaluation in department Files and copy sent to Dean

				<ul style="list-style-type: none"> ▪ Dean reviews evaluation/materials; meets with non-tenured faculty member and department chair. Dean's evaluation copy to faculty and in dean's files. ▪ Dean reviews evaluations of tenured faculty/lecturers/half-time faculty. Signs evaluations. Dean's evaluation copy to faculty and in dean's files.
Fall Semester Years 2-5	2 nd Tenure Review	Tenure Materials submitted for 1 academic year (September 15 th)		<ul style="list-style-type: none"> ▪ Department Tenure Committee reviews materials, writes report, conferences with faculty (Evaluation in departmental Files) ▪ Chair reviews materials.
Spring Semester Year 2-5			IAF/Annual Review submitted in February (calendar year)	<ul style="list-style-type: none"> ▪ Department IAF Committee (Elected Faculty and Chair) review and evaluate to determine points for merit ▪ Department chair communicates points and merit pay to faculty member. Copy in department files ▪ Department Chair reviews materials, writes evaluation, conferences with faculty ▪ Evaluation in department Files and copy sent to Dean ▪ Dean reviews evaluation/materials; meets with non-tenured faculty member and department chair. Dean's evaluation copy to faculty and in dean's files ▪ Dean reviews evaluations of tenured faculty/lecturers/half-time faculty. Signs evaluations. Dean's evaluation copy to faculty and in dean's files

Fall Semester Year 6	Formal Tenure Materials Submitted to University	Tenure Materials submitted for Tenure Consideration September 15th		<ul style="list-style-type: none"> ▪ Faculty Member's tenure application and supportive material is evaluated by tenure committees and administrators. Evaluations and tenure recommendations are forwarded to the appropriate body: <ul style="list-style-type: none"> ▪ Department Tenure Committee ▪ Department Chair ▪ College Tenure Committee ▪ College Dean ▪ Provost Office – to University Tenure Committee
Spring Semester Year 6			IAF/Annual Evaluation submitted in February (calendar year)	<ul style="list-style-type: none"> ▪ Department IAF Committee (Elected Faculty and Chair) review and evaluate to determine points for merit ▪ Department chair communicates points and merit pay to faculty member. Copy in department files ▪ Evaluation in department Files and copy sent to Dean. ▪ Dean reviews and signs. Copy in dean's files

ANNUAL EVALUATION PROCEDURE FOR TENURED FACULTY

Spring Semester		IAF submitted for merit consideration in February (calendar year) additional material submitted later for annual review	<ul style="list-style-type: none">▪ Department IAF Committee (Elected Faculty and Chair) review and evaluate to determine points for merit▪ Department chair communicates points and merit pay to faculty member. Copy in department files▪ Department Chair reviews materials, writes evaluation, conferences with faculty▪ Evaluation in department Files and copy sent to Dean.▪ Dean reviews and signs. Copy in dean's files
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