

UNIVERSITY OF ARKANSAS AT PINE BLUFF

TIMETABLE FOR FACULTY EVALUATIONS

By Sept. 1	The Vice Chancellor for Academic Affairs notifies all faculty members of the timetable for evaluation.
By Sept. 15	Chairperson will have each faculty member's Faculty Development Plan on file and inform faculty of dates to submit supplemental documents.
By Nov. 1	The chairperson establishes a Peer Review Committee and plans for the Fall student evaluations of faculty.
During first Week of December	Fall Student Evaluations are administered.
By Feb. 15	The faculty member submits a comprehensive <i>curriculum vita</i> , along with supporting documents to the chairperson. Chairpersons review all materials submitted by the faculty member and all those which result from evaluations by the Peer Review Committee and students. The chairperson prepares a recommendation and forwards it, accompanied by all documents relative to the evaluation, to the divisional dean. The chairperson will share with the faculty member his/her, the students, and the Peer Review Committee's evaluative results.
By Feb. 21	The faculty member has the right to appeal the evaluations of the chairperson and/or the Peer Review Committee to the divisional dean.
By Mar. 1	The divisional dean makes his/her own evaluations and forwards them to the Vice Chancellor for Academic Affairs. The divisional dean informs the faculty member of the evaluative results.
By Mar. 15	If the dean's evaluation is negative, the candidate may submit to the Vice Chancellor for Academic Affairs additional materials for consideration.
By April 15	The Vice Chancellor for Academic Affairs receives summaries of all faculty evaluations from divisional deans.
During 4 th Week of April	Spring Student Evaluations of faculty are administered. Evaluation results are used as a part of the faculty development and planning process. Evaluations are also used in promotion, tenure and merit pay considerations.

The Office of the Vice Chancellor for Academic Affairs 2000

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