

ANNUAL EVALUATION REVIEW ACTIVITY SCHEDULE SPRING 2024

Office of the Provost

(This schedule is subject to change or modification as necessary)

NOTE: The following schedule assumes that the review process will occur on Blackboard. If a College decides to conduct the process outside of Blackboard, faculty members will be notified by the College. Regardless of the format followed, Department Chair and Dean decisions must be posted in the Blackboard course by the stated deadline.

DEADLINE	ACTION
No Later Than (NLT) March 18	Faculty members submit completed E-Portfolio to Blackboard course.
NLT March 19	Blackboard course opens for Department Chair review.
NLT April 9	Department Chair conducts meeting with faculty member, posts evaluation to the Blackboard course, and provides copy of evaluation to faculty member outside of Blackboard
NLT April 10	Blackboard course opens for College Dean review.
NLT May 8	College Dean post evaluation report to Blackboard course and provides copy of evaluation to faculty member directly.