

# ANNUAL EVALUATION REVIEW ACTIVITY SCHEDULE SPRING 2025

Office of the Provost

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

<b>DEADLINE</b>	<b>ACTION</b>
No Later Than (NLT) March 14	Faculty members submit completed portfolios to Watermark.
NLT March 17	Watermark opens for Department Chair review.
NLT April 8	Department Chair conducts meetings with faculty members, posts evaluations to Watermark, and provides copies of evaluation to faculty members outside of Watermark.
NLT April 9	Watermark opens for College Dean review.
NLT May 7	College Dean posts the evaluation report to Watermark and provides a copy of the evaluation to faculty members directly.