

PERFORMANCE EVALUATION CYCLE – AY 2024-2025

	Hired Fall 2024	Hired Spring 2025	Hired Fall 2023	Hired Spring 2024	Currently in 3 rd Year	Currently in 4 th Year	Currently in 5 th Year	Currently in 6 th Year
2024/2025	Periodic Evaluation OR Mentoring Meeting		Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)
2025/2026	Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	
2026/2027	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Performance Review (6 th)		
2027/2028	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)			
2028/2029	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	Periodic Evaluation				
2029/2030	Performance Review (6 th)	Periodic Evaluation		Performance Review (6 th)				
2030/2031		Performance Review (6 th)						

OVERVIEW OF EVALUATION PROCESS

	When review takes place	What candidate assembles	Who conducts review	Review outcome
Probationary Faculty Year 1*	In Fall semester, a mentoring meeting with chair/director may be requested in lieu of a formal evaluation.			
Probationary Faculty Years 2, 4, or 5*	Fall semester	Interfolio dossier to include PDS, c.v., student feedback surveys, and prior years' periodic evaluations and performance review letters.	1) Department or school peer review committee 2) Department chair/school director	Completed periodic evaluation to be placed in Personnel Action File only. Will not be required for submission with subsequent years' performance reviews.
Probationary Faculty Years 3 or 6*	Begins Fall semester; continues through Spring semester	Interfolio dossier to include PDS, c.v., student feedback surveys, prior years' performance review letters, five significant items in teaching, professional growth, and service.	1) Department or school peer review committee 2) Department chair/school director 3) College peer review committee 4) Dean 5) UPTRP (if applicable) 6) Provost	PDS to be placed in Personnel Action File.

*Associates: Please consult your letter of appointment to determine type of performance review.