

ANNUAL EVALUATION REVIEW ACTIVITY SCHEDULE SPRING 2025

Office of the Provost
(This schedule is subject to change or modification as necessary)

| DEADLINE | ACTION |
|---------------------------------|--|
| 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 |