

Annual Faculty Review Process

Reflection and Planning:

The annual review is an opportunity for faculty to reflect upon the activities and achievements of the preceding academic year, to consider how these align with the goals they set the previous year (for continuing faculty), and to set goals for the upcoming year.

Conversation and Feedback:

The Chair or Department designee meets with each faculty member. They discuss the activities and goals of the faculty member, academic performance, and progress toward promotion.



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The Academic Year under review runs
from

July 1, 2024



June 30, 2025

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Timeline for the 2024-2025 review cycle:

- **April 1, 2025**: Site opens for faculty input
 - By **May 15, 2025**: Faculty data submitted
 - By **August 31, 2025**: Discussions held, feedback given and confirmed
- The process may be completed as quickly as the faculty member and chair/designee can enter information and hold their meeting.

Faculty Member
submits personal
data

Chair / Designee
and Faculty
Member meet

Chair / Designee
enters feedback
confirms meeting

Faculty Member
reviews feedback
confirms meeting

