

St. Mary's College of Maryland
Tentative Faculty Evaluation Calendar for
Reappointment, Tenure, and Promotion
2008-2009

Fall 2008 3-year Evaluations

The College Evaluation Committee shall review its guidelines and offer any revisions for their work to the Faculty Senate by August 25, 2008.

Faculty members standing for reappointment to a three-year contract are evaluated in the fall semester. The evaluation is conducted in the fifth semester of the faculty member's employment at the College. The deadlines for recommendations at each level are as follows:

	<u>Receives File</u>	<u>Completes</u>
Faculty member completes evaluation file and submits to department chair		August 15
Department Chair	August 15	September 1
College Evaluation Committee	September 1	September 15
Provost	September 15	October 1
President of the College	October 1	October 15
Academic Affairs Committee (BOT)	October 15	November 14
Board of Trustees	November 14	December 6

Spring 2009 Tenure and Promotion Evaluations

The College Evaluation Committee shall review its guidelines and offer any revisions for their work to the Faculty Senate by January 9, 2009.

Faculty members standing tenure and/or promotion recommendation are evaluated in the spring semester. The evaluation is conducted in the faculty member's 12th semester at the College. The deadlines for recommendations at each level are as follows:

	<u>Receives File</u>	<u>Completes</u>
Faculty member completes evaluation file and submits to department chair		January 5, 2009
Department Chair	January 5, 2009	January 30, 2009
College Evaluation Committee	January 30, 2009	February 27, 2009
Provost	February 27, 2009	March 16, 2009
President of the College	March 16, 2008	March 31, 2009
Academic Affairs Committee (BOT)	March 31, 2009	April 17, 2009
Board of Trustees	April 17, 2009	May 15, 2009