II.B. PROMOTION CALENDAR (revised 10/5/04)

(Actions must be completed by dates shown)

October 11, 2004  Faculty member provides vitae update and other materials* as set out in UWF Model for Annual Faculty Evaluation - Step 1.

October 13, 2004  Chairperson requests peer evaluations and confers with department member as outlined in UWF Model for Annual Faculty Evaluation - Step 3.

November 10, 2004 Chairperson adds his/her evaluation and forwards dossier including department member's rejoinder, if any, to Dean. Dean forwards the dossier to the College Faculty Personnel Committee.

November 24, 2004 College Faculty Personnel Committee adds its recommendations and returns the dossier to Dean.

November 30, 2004 Dean makes available to faculty member contents of his/her own dossier for inspection.

December 14, 2004 Faculty member provides a rejoinder letter (if he/she chooses) which the Dean will include in dossier.

January 5, 2005  Dean adds recommendation.

January 6, 2005  Dean makes available to faculty member contents of his/her own dossier for inspection.

January 13, 2005 Faculty member provides a rejoinder letter (if he/she chooses) which the Dean will include in dossier. Dean forwards complete dossier to Provost. Provost forwards dossier to University Faculty Personnel Committee.

February 7, 2005 University Faculty Personnel Committee adds its recommendation and forwards complete dossier to Provost. A copy of the University Faculty Personnel Committee's recommendation is sent to faculty member.

February 14, 2005 Faculty member provides a rejoinder letter to Provost (if he/she chooses) to be included in dossier.

March 7, 2005  Provost adds his evaluation and sends a copy to faculty member. Copy of Provost's evaluation is also sent to the University Faculty Personnel Committee.

March 14, 2005  Faculty member provides a rejoinder letter (if he/she chooses) which the Provost will include in dossier.

March 17, 2005  Complete dossier is turned over to the President.

March 28, 2005  President informs, in writing, those department members to be promoted. Dossiers returned to Deans' Offices.

* Please note that any materials (e.g., letters of evaluation) received from external sources which the affected faculty member could not normally anticipate, should be copied as received and provided to the faculty member so that he/she may provide written rebuttal in a timely fashion.

Veterans Day  November 11, 2004
Thanksgiving  November 25-26, 2004
Semester Break December 13, 2004 – January 4, 2005
Martin Luther King Day January 17, 2005
Spring Break March 21-25, 2005