

EDO Calendar

For more information, see the UTC *Faculty Handbook* Chapter 3 Appointment, Evaluation, Promotion, Tenure, and Termination

<p>Departmental Objectives Conference April 1-15</p>	<p>Overall departmental objectives, derived from university and college objectives, are discussed and agreed upon by the academic department heads and the departmental faculty members to provide guidelines for the development of individual objectives.</p>
<p>Individual Objectives Conference for Returning Faculty member April 15-30</p>	<p>Faculty member submits written objectives for forthcoming year (May 1 - April 30) on Individual Objectives Sheet to the academic department head; followed by a conference between the faculty member and head to negotiate and agree on the objectives.</p>
<p>Individual Objectives Conference for New Faculty members Sept. 15-Oct. 15</p>	<p>Same as above.</p>
<p>Review Individual Objectives (optional) Sept. 15-Oct. 15</p>	<p>Individual objectives may be reviewed by faculty member and head and, if necessary, modified. Faculty member may discuss progress to date.</p>
<p>Individual Performance Evaluation March 1 – 16*</p>	<p>Faculty member submits Individual Performance Report Form to academic department head. The head evaluates performance of routine responsibilities and individual objectives met, and assigns the faculty member a performance ranking. The faculty member has the right to request a meeting with the head within one working week to discuss and/or respond in writing to the evaluation.</p>
<p>March 30</p>	<p>Two copies of EDO Individual Objectives Sheet, Individual Performance Report Form, Individual Evaluation Form, and any other supporting documentation, including the faculty member's written response to the evaluation, are submitted by the academic department head to the dean.</p>

*EDO evaluation conferences of faculty members being considered for tenure or promotion and first year appointees, where possible, should be completed at least two weeks prior to departmental consideration for tenure/promotion or reappointment.