<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, September 4</td>
<td>Faculty Members:</td>
</tr>
<tr>
<td></td>
<td>• Submission deadline. Faculty Annual Reports submitted electronically to Department Chairperson, Division Chair and Vice-President for Academic Affairs.</td>
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<tr>
<td>Monday, September 7</td>
<td>Department Chairpersons:</td>
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<td></td>
<td>• Begin review of Faculty Annual Reports.</td>
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<tr>
<td>Friday, October 2</td>
<td>Department Chairpersons:</td>
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<td>• Deadline. Provide copies of evaluations to faculty members, and no later than five days before submission of evaluations to Division Chair.</td>
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<tr>
<td>Friday, October 9</td>
<td>Faculty Members:</td>
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<td>• Deadline. Return signed evaluations to Chairpersons.</td>
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<tr>
<td>Monday, October 12</td>
<td>Department Chairpersons:</td>
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<td>• Submission deadline: Returned/signed evaluations to Division Chair.</td>
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<tr>
<td>Tuesday, October 13</td>
<td>Division Chairs:</td>
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<tr>
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<td>• Begin review of faculty annual reports and Chairpersons’ evaluations.</td>
</tr>
<tr>
<td>Friday, November 6</td>
<td>Division Chairs:</td>
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<td></td>
<td>• Deadline: Copies of evaluations to faculty.</td>
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<tr>
<td>Wednesday, November 11</td>
<td>Faculty Members:</td>
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<td>• Deadline: Return signed evaluations to Division Chair.</td>
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<tr>
<td>Friday, November 13</td>
<td>Division Chairs:</td>
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<td>• Deadline. Chairpersons/Division Chairs’ evaluations to Academic Affairs office.</td>
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<td>Monday, November 16</td>
<td>Academic Affairs Office:</td>
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<td></td>
<td>• Organization of evaluation materials begins.</td>
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<tr>
<td>Monday, December 7</td>
<td>Vice-President for Academic Affairs:</td>
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<td></td>
<td>• Begins review of annual reports, plus evaluations by department Chairpersons and Division Chairs.</td>
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<tr>
<td>Friday, January 8</td>
<td>First-Year Faculty:</td>
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<tr>
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<td>• Deadline. First Semester Reflections to department Chairpersons, Division Chairs, and to Academic Affairs.</td>
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<tr>
<td>Monday, January 18</td>
<td>Department Chairpersons and Division Chairs:</td>
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<td>• Deadline. Comments regarding First-Year faculty reflections due in office of Vice-President for Academic Affairs.</td>
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<tr>
<td>Week of January 25</td>
<td>Vice-President for Academic Affairs and Division Chairs:</td>
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<td></td>
<td>• Details to be announced. Discussion(s) of evaluation categories.</td>
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<tr>
<td>Week of February 1</td>
<td>Vice-President for Academic Affairs:</td>
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<td></td>
<td>• Presentation of evaluation results and salary recommendations to president.</td>
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<tr>
<td>Friday, February 12</td>
<td>Vice-President for Academic Affairs:</td>
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<td></td>
<td>• Deadline for distribution of new contracts to faculty.</td>
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<td>Late March</td>
<td>Vice-President for Academic Affairs:</td>
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<td>• Begin prep for salary explanation memos</td>
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<td>Mid-April</td>
<td>Vice-President for Academic Affairs:</td>
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<td>• Written explanations for salary determinations distributed.</td>
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