

Academic & Administrative Faculty Deadlines for 2008 Evaluation Period

Due Date	Task	Responsible
12/3~12/4/2008	Evaluation Workshops --- Academic and Administrative	Human Resources
To be determined by unit	Faculty self evaluations submitted	All Faculty
3/9/09~5/15/09	CPL/ HR Web Interface opens for changes/updates by divisions/colleges (CPL/HR Web closes on 5/15/09 – no changes to CPL after 5/15/2009)	Divisions / Colleges
April 17, 2009	<u>COMPLETION OF EVALUATION PROCESS</u> -- Final signed evaluation forms are due to HR and merit step recommendations entered in CPL/HR	Deans/AVPs/Directors
4/17/2009	Merit step assignments must be entered through the CPL / HR Web Interface by this date	Divisions / Colleges
4/17/2009	Original signed evaluations are due to the Department of Human Resources	Divisions / Colleges
7/1/2009	Merit/COLA Effective Date	

★ NOTE: Individual departments, colleges and divisions will need to develop an internal timeline to ensure completion of tasks prior to the **APRIL 17 due date**. The dates stated in this timeline represent “due dates” for completion of specified tasks. Tasks can be completed prior to the due date.