

## Academic & Administrative Faculty Deadlines for 2011 Evaluation Period

Projected Due Date	Task	Responsible
11/28/2011 11/29/2011	Evaluation Workshop- Administrative Faculty	Human Resources
12/9/2011	Evaluation Workshop – Academic Faculty	Provost Office
To be determined by unit	Faculty self evaluations submitted	All Faculty
3/5/2012	CBE opens for changes/updates by divisions/colleges <i>(No changes to account lines After 5/11/2012)</i>	Divisions / Colleges
4/13/2012	Merit Step Assignment must be entered into the CBE web interface by this date.	Divisions / Colleges
April 13, 2012	<b><u>COMPLETION OF EVALUATION PROCESS</u></b> <i>--- Final signed evaluation forms are due to HR</i>	<b>Deans/AVPs/Directors</b>

★ NOTE: Individual departments, colleges and divisions will need to develop an internal timeline to ensure completion of tasks prior to the **APRIL 13 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.