

**Attachment A: CHP Annual Performance Evaluation Timeline**

January - February	Budget Meeting – salary discussions, reappointment, non-reappointment
March- April	Reappointment decisions confirmed with chairs/directors at regularly meeting with dean
April 15	Annual Performance Evaluation sent to chairs/directors for self-assessment  Faculty evaluation of chair/director surveys sent to core faculty
May 1	Annual Performance Evaluation sent to faculty for self-assessment
May 15 -30	Spring course evaluations posted to Sharepoint
June 1	Reappointment Letters Sent electronically with copy to chair/program director
June 30	Deadline to complete annual evaluations  Updated CVs and Faculty Review Tables uploaded into Box folders by Chair/director (or administrative assistant)