Addendum I

Interfolio Faculty180 Annual Review Steps

December

- Faculty Member updates activites in Faculty 180
- Completes any System mandated training and other assigned trainings in TrainTraq if past due

January

- Department Head initates the annual evaluation process in Faculty180

Feburary 1st

- Faculty member submits annual evaluation in Faculty180

Feburary

- Department Administrator checks annual reviews for completeness; returns to faculty member if missing required subsections

Febuary - March

- Department Head conducts annual reviews with faculty members in person
- Completes a dept head response document or narrative signed by both the Department Head and faculty member
- Indicates overall annual review outcome

April 1st

- All annual reviews complete by Dept Head
- May request extension if faculty member is not undergoing another type of evaluation
- Cycle continues for all other evaluation types

April-May

- Department Administrator downloads annual review PDF from Faculty180
- Checks dept head response to ensure dept head has indicated overall annual review outcome
- Forwards copies of all annual reviews to the Office of Academic Affairs

May 31st

- All annual reviews must be complete if an extenstion was granted to the Dept Head
- College Administrator informs Department Heads of any faculty past due for System mandated training, as not eligible for merit consideration

June

- College Administrator records overall annual review outcomes for Faculty Affairs reporting
- Files electronically in college courtesy records