

**SCHEDULE FOR IMPLEMENTING
THE SUSTAINED PERFORMANCE EVALUATION PLAN
2002-2003**

The following steps are to be taken in the implementation of the Sustained Performance Evaluation Plan:

1. Notify candidates who are scheduled to be reviewed. (Deans) Aug. 16, 2002
2. Establish members of all committees needed to conduct the evaluation. (Deans) Aug. 30, 2002
3. Submission of review materials and pertinent information by faculty. (Unit Chairs) Sept. 27, 2002
4. Begin area reviews (Departments, Divisions, etc.) Sept.30, 2002
5. Complete evaluation by first committees. Oct. 25, 2002
6. Forward successful candidates to Deans, VP, etc. Oct. 30, 2002
7. Forward names and folders of candidates needing further review to Deans (Should coincide with #6) Oct. 30, 2002
8. Notify candidates who have review problems. (Note: Two types of problem individuals are likely, first timers and second timers.) Nov. 8, 2002
9. Begin appeals process. By Nov. 27, 2002
10. Complete appeals process. By Jan. 27, 2003
11. Begin preparation of Professional Improvement Plan (PIP). By Feb. 3, 2003
12. Acceptance and agreement of the Professional Improvement Plan (PIP). By March 4, 2003
13. Completion of the process. (includes finalizing, submission and filing of all reports etc. from all committees to the offices of the Provost and Faculty Senate) By March 28, 2003