

**WMU Part-time Instructors
Annual Performance Review/ Professional Competence Evaluation Timeline**

	Procedure	FALL	SPRING	Sum I	Sum II
Every term	Latest date for Instructor and Chair/Director to agree on date/reviewer for observation, if required or requested.	October 1	Feb 1	May 15	July 15
	Latest date for observation results to be given to Instructor, if conducted.	5 work days before end of term	5 work days before end of term	5 work days before end of term	5 work days before end of term
	Latest date for Instructor to submit file of classroom and other materials to academic unit, to be held in the Instructor personnel file for up to 1 year, to be used in the annual and/or professional competence evaluation.	date semester grades are due	date semester grades are due	date session grades are due	date session grades are due
ANNUALLY	Latest date for Instructor to submit written request for a Professional Competence evaluation to unit chair/director, if applicable.		"End of first week", Spring semester		
	Latest date for Instructor to submit Professional Competence file/portfolio to unit chair/director, if applicable.		February 1		
	Latest date for chair to provide to faculty reviewers the evaluation materials (student ratings, course materials, and such optional materials as observation results and evidence of other professional activities) for all courses taught by Instructor during contract year and/or Professional Competence files/portfolios to department faculty, as per department policy .		Mar 1		
	Latest date for unit faculty review to submit results of the Instructor evaluation to chair/director, as determined by department policy		April 30		
	Latest date for chair/director to submit results of the faculty review (if applicable) and his/her review to dean.			June 8	
	Latest date for dean to finish review and provide Instructor written copy of the final Annual Evaluation summary form/outcome OR outcomes of Professional Competence Review				July 15
	Latest date to send "60 Day Notice" to Instructors with continuing status for Fall term.			60 days prior to start of Fall semester	
	Retain evaluation results in faculty personnel file				July 15