

**THOMAS NELSON FACULTY DEVELOPMENT, EVALUATION, AND APPOINTMENTS  
YEARLY CALENDAR OF EVENTS<sup>1</sup>**

Date	Probationary First-Year Faculty <sup>2,3</sup>	Second-Year Faculty <sup>4</sup>	Third-Year Faculty	Senior Faculty <sup>5</sup> Eligible for Reappointment	Senior Faculty <sup>5</sup> Not in the Last Appointment Year
	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Class Observation for each semester</li> <li>• Established Performance and Professional Development Objectives (PPDOs) for each semester</li> <li>• PPDO report for each semester</li> <li>• Evaluation</li> <li>• Appointment Recommendation Report</li> </ul>	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Class Observation for fall semester</li> <li>• Annual Performance and Professional Development Objectives (APPDOs) report for fall semester</li> <li>• APPDO proposal for coming year</li> <li>• Evaluation</li> <li>• Appointment Recommendation Report</li> </ul>	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Class Observation</li> <li>• Annual Performance and Professional Development Objectives (APPDOs) report for current year</li> <li>• APPDO proposal for coming year</li> <li>• Evaluation</li> <li>• Appointment Recommendation Report</li> <li>• Supervisor’s Rationale for appointment</li> </ul>	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Class Observation</li> <li>• Annual Performance and Professional Development Objectives (APPDOs) report for current year</li> <li>• APPDO proposal for coming year</li> <li>• Evaluation</li> <li>• Appointment Recommendation Report</li> <li>• Supervisor’s Rationale for appointment</li> </ul>	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Annual Performance and Professional Development Objectives (APPDOs) report for current year</li> <li>• APPDO proposal for coming year</li> </ul>

<sup>1</sup> Tasks may be completed earlier than the dates listed. If a deadline will be missed, the dean must notify the faculty member in advance.

<sup>2</sup> The Probationary First-Year always begins with the fall semester. Full-time teaching faculty hired in the spring are not covered by the Faculty Development, Evaluation, and Reward and Recognition system; however, the dean or designee should conduct a classroom observation, the faculty member should conduct an informal self-evaluation, and the dean and faculty member should review the outcomes of the classroom observation and self-evaluation in conference.

<sup>3</sup> Faculty on restricted contracts will enter their probationary first-year in the first-year they are on an unrestricted contract. However, each year of service in a restricted appointment will be counted as a year of service towards multi-year eligibility.

<sup>4</sup> For second-year faculty, only a fall observation, APPDO assessment, and evaluation are required because the faculty member and supervisor already completed these tasks for the spring semester. However, the faculty member may request that the second-year evaluation include both the spring and fall semesters.

<sup>5</sup> Senior faculty have completed at least three years of appointments at the college. Senior faculty may be on one-year, three-year, or five-year appointments.

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<b>By Sep. 1</b>	Dean communicates first semester evaluation criteria and Performance & Professional Development Objectives.				
	Dean assigns a mentor to the new full-time faculty member.				
<b>By Sep. 15</b>	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.
<b>By Oct. 15</b>			Dean conducts classroom observation and holds post-observation conference with faculty member.	Dean conducts classroom observation and holds post-observation conference with faculty member.	
	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop

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By Nov. 1			Faculty member submits self-evaluation and assessment of APPDOs for current calendar year (second-year).	Faculty member submits self-evaluation for the appointment term and assessment of APPDOs for current calendar year.	
By Nov. 10				Dean completes summative evaluation for the appointment term and assessment of APPDOs for current calendar year.	
				Dean and faculty member complete negotiations on APPDOs for coming calendar year.	
Nov 16				Ad Hoc Appointments Advisory Committee begins reviewing Appointment Recommendation Reports.	
By Nov 20			Dean completes summative evaluation and assessment of APPDOs for current calendar year.		

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			Dean and faculty member complete negotiations on APPDOs for coming calendar year.		
			Dean submits classroom observation, summative evaluation, Appointment Recommendation Report, and Supervisor's Rationale <sup>6</sup> to HR for review by the Ad Hoc Appointments Advisory Committee.		
<b>By Dec. 1</b>	Dean conducts classroom observation and holds post-observation conference with faculty member.	Dean conducts classroom observation and holds post-observation conference with faculty member.	Ad Hoc Appointments Advisory Committee begins reviewing Appointment Recommendation Reports.		
<b>By Dec. 20</b>	Faculty and dean receive student responses to instruction results from Fall semester.	Faculty and dean receive student responses to instruction results from Fall semester.	Faculty and dean receive student responses to instruction results from Fall semester.	Faculty and dean receive student responses to instruction results from Fall semester.	Faculty and dean receive student responses to instruction results from Fall semester.
<b>By Jan. 15</b>				Faculty notified of non-reappointment decisions when applicable.	

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	Faculty member completes fall semester self-evaluation and assessment of Performance and Professional Development Objectives.	Faculty member completes second-year (3rd semester) self-evaluation and assessment of Performance and Professional Development Objectives.	For faculty member who receives a “Meets Expectations” rating, <sup>6</sup> dean communicates evaluation criteria for next calendar year/evaluation cycle, as appropriate.	For faculty member who receives a “Meets Expectations” rating, dean communicates evaluation criteria for next calendar year/evaluation cycle, as appropriate.	
				HR provides deans and Appointments Advisory Committee with the names of faculty who are in the last year of their appointment term and who will be evaluated in the current calendar year.	
<b>By Feb. 1</b>	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.	Faculty Senate, Appointments Advisory Committee, and deans host evaluation workshop for any faculty who are interested.
	Dean completes and forwards to HR fall semester (1st semester) summative evaluation.	Dean completes and forwards to HR second-year (3rd semester) summative evaluation.		Dean reminds faculty entering the first year or the last year of their appointment term of the evaluation criteria for the appointment/evaluation cycle.	
	For faculty member who receives a “Meets	For faculty member who receives a “Meets			

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	Expectations” rating, <sup>6</sup> dean communicates evaluation criteria and Performance and Professional Development Objectives for spring (2nd semester).	Expectations” rating, <sup>6</sup> dean communicates evaluation criteria for next calendar year/evaluation cycle.			
		Dean and faculty member complete negotiations on APPDOs for calendar year.			
<b>By Feb. 15</b>					Faculty member completes assessment of APPDOs for current calendar year.
<b>By March 1</b>					Dean completes assessment of APPDOs for current calendar year. Dean and faculty member complete negotiations on APPDOs for coming calendar year.

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<sup>6</sup> Dean should consult with vice president for academic affairs before issuing a “Does Not Meet Expectations” rating or a change in recommendation for normal sequence of appointments.

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<b>By March 15</b>	Faculty member who receives a “Does Not Meet Expectations” rating <sup>6</sup> notified of non-reappointment decision.	Faculty member who receives a “Does Not Meet Expectations” rating <sup>6</sup> notified of non-reappointment decision.	Faculty member who receives a “Does Not Meet Expectations” rating <sup>6</sup> notified of non-reappointment decision.		
<b>By April 1</b>	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop	Deans, Faculty Senate, and Appointments Advisory Committee host Promotion Workshop
<b>By April 15</b>	Dean conducts spring (2nd semester) classroom observation and holds post-observation conference with faculty member.				
<b>By May 1</b>	Faculty member completes spring (2nd semester) semester self-evaluation and assessment of Performance and Professional Development Objectives.				
<b>By May 15</b>	Faculty member and dean receive student responses to instruction results from spring semester.	Faculty member and dean receive student responses to instruction results from spring semester.	Faculty member and dean receive student responses to instruction results from spring semester.	Faculty member and dean receive student responses to instruction results from spring semester.	Faculty member and dean receive student responses to instruction results from spring semester.

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	Dean completes spring semester (2nd semester) summative evaluation and assessment of Performance and Professional Development Objectives. Dean forwards summative evaluation to HR.				
	For faculty member who receives a “Meets Expectations” rating, <sup>6</sup> dean communicates evaluation criteria for next calendar year/evaluation cycle.				
	Dean and faculty member complete negotiations on Performance and Professional Development Objectives for fall semester (3rd semester).				
<b>By June 30</b>	Faculty member receives contract for the next academic year (if eligible).	Faculty member receives contract for the next academic year (if eligible).	Faculty member receives contract for the next academic year (if eligible).	Faculty member receives contract for the next academic year (if eligible).	Faculty member receives contract for the next academic year.