

Georgia State University
College of Arts and Sciences
2021 - 2022 Annual Faculty Review Calendar
Review Period: January 1, 2021 – December 31, 2022

Due Date	Process
July 15, 2021	Chairs provides to the Dean's Office their executive committee members' names and email addresses. These individuals will be granted access to the department's Annual Faculty Review folder on the Office of the Dean's SharePoint site.
November 2, 2021	Chairs update workload info for current AY in the Faculty Info portal (https://casportal.gsu.edu/faculty/).
by January 11, 2022	Faculty submit their CVs & PDFs of their Teaching Portfolios to Faculty Review Services via e-mail to asfacultyreview@gsu.edu
by January 17, 2022	Faculty finalize their 2021 Digital Measures entries.
January 18-21, 2022	The Digital Measures annual report and 2021 summary of student evaluations will be generated for each faculty member. PDFs of both documents will be sent to the faculty member by the Dean's Office.
by January 26, 2022	Faculty submit final edits to the Digital Measures annual report and report any errors in the student evaluation summary to the Dean's office.
by February 1, 2022	<p>Faculty Review Services assures the following items are posted into each department's folder on the Office of the Dean's SharePoint site:</p> <ul style="list-style-type: none"> • CVs • 2021 Annual Reports • 2021 Teaching Portfolio <ul style="list-style-type: none"> The departmental standard for this portfolio is acceptable; or, please submit: <ul style="list-style-type: none"> ▪ List of all courses, independent studies, theses, etc. taught or directed during CY 2021. ▪ Faculty should also include a selection of course materials from two courses per year; one a specialty course and one a more general course. (Examples: syllabi, exams, written student evaluations, etc.) ▪ Brief narrative highlighting teaching successes, challenges and opportunities. • Student Evaluations with student comments for all courses taught in CY 2021.
March 1, 2022	Chairs add workload projections for upcoming AY in the Faculty Info portal.
March 4, 2022	After seeking input from their departmental executive committee, the chair will input preliminary annual evaluation ratings in the Faculty Info portal.
March 4-7, 2022	Chairs may request to meet with associate deans to discuss faculty evaluations. Chairs will then finalize an annual evaluation summary for each reviewee.
March 15, 2022	Chairs will finalize annual evaluation ratings in the Faculty Info portal.
by May 31, 2022	Signed annual faculty evaluation letters uploaded into department's folder on Office of the Dean's SharePoint site.