

Georgia State University
College of Arts and Sciences
2020 Annual Faculty Review Calendar
Review Period: January 1, 2019 – December 31, 2019

Due Date	Process
July 15, 2019	Chairs provide their department coordinator's and executive committee members' names and email addresses to the Office of the Dean. These individuals will be granted access to the department's Annual Faculty Review folder on the Office of the Dean's SharePoint site.
November 1	Chairs update workload info for current AY in the Faculty Info portal (https://casportal.gsu.edu/faculty/).
by January 10, 2020	<p>Faculty submit their CVs & PDFs of their Teaching Portfolios to their department coordinator. Chairs will review and approve these items.</p> <p>Faculty should also finalize their 2019 Digital Measures entries.</p>
by January 20	<p>The department coordinator generates the Digital Measures annual report for each faculty member and sends PDFs of this report to chair and respective faculty member.</p> <p>The department coordinator also generates each faculty member's Argos Banded Reports with student comments for all CY2019 courses. PDFs to chair and respective faculty member.</p>
by January 31	<p>The department coordinator assures the following items are posted into their department's folder on the Office of the Dean's SharePoint site:</p> <ul style="list-style-type: none"> • CVs • 2019 Annual Reports • 2019 Teaching Portfolio (provided by faculty to department coordinator) <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 CY2019. ▪ 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. • Argos Banded Reports with student comments for all courses taught in CY2019.
March 2	Chairs add workload projections for upcoming AY in the Faculty Info portal.
March 4	After seeking input from their departmental executive committee, the chair will input preliminary annual evaluation ratings in the Faculty Info portal.
March 4-6	Chairs may request to meet with associate deans to discuss faculty evaluations. Chairs will then finalize an annual evaluation summary for each reviewee.
March 18	Chairs will finalize annual evaluation ratings in the Faculty Info portal.
May 29	Signed annual faculty evaluation letters uploaded into department's folder on Office of the Dean's SharePoint site.