

Fort Hays State University
College and Department Procedures/Process/Timeline for Faculty
Annual Merit Review (Calendar Year)

<u>Procedure</u>	<u>Timeline</u>
1. Faculty prepare evaluation materials for past calendar year and submit to chair.	By February 15
2. Chair reviews faculty evaluation materials and prepares evaluations. Chair discusses evaluation materials and final evaluations with faculty.	By April 1
3. Chair submits final evaluations to dean with signed merit salary recommendation forms. If actual salary increment is unavailable, a projected increment of 1 percent should be used on the form.	By April 10 (date approved by AAUP)
4. Dean submits final signed merit recommendations to Provost.	By May 1 (date approved by AAUP)
5. Chair reviews and finalizes ASR for fall semester and the next calendar year with new faculty	By September 15
6. Faculty and chair consult regarding annual statement of responsibilities (ASR) for next calendar year.	By October 1
7. Faculty review personal development plans and priorities for next calendar year.	By December 1
8. Chair reviews and finalizes ASR for next calendar year with all faculty.	By December 15

Revision Approved by Provost's Council
June 16, 2020