

2025 Annual Faculty Contributions Evaluation Schedule

Key Dates are as follows:

Task	Due Date 2025
Dean's office provides instructions to complete Sedona and Impact Statement.	Thursday, May 15
Dean's office forwards spreadsheet of 24-25 faculty work distribution weights for each Area to the respective Area Chairs.	Thursday, May 29
If faculty choose to send data to Dean's office, instructional faculty will have completed all input into Faculty Contributions spreadsheet and impact statements, and send to Dean's Office (msharma9@gmu.edu). (First Opportunity)	Friday, June 13
Dean's office provides instructions to complete Faculty Accomplishment Report template and opens Sedona.	Friday, June 27
Dean's office collects Faculty Contributions Model data from Costello sources according to data sources document.	Wednesday, July 2
If faculty choose to send data to Dean's office, instructional faculty will have completed all input into Faculty Contributions spreadsheet and impact statements, and send to Dean's Office (msharma9@gmu.edu). (Second Opportunity)	Monday, July 7
Data collected by Dean's office entered into Sedona.	Thursday, July 24
Instructional faculty will have completed all input into Sedona and submitted FARs.	Tuesday, July 29
Dean's office forwards spreadsheet of 2025-2026 faculty work distribution weights for each Area to the respective Area Chairs.	Monday, August 11
Faculty qualification points sheets created and qualification status for 24-25 determined.	Tuesday, August 12
The Faculty Accomplishment Report, faculty vitas from Sedona, and additional SET data will be made available to the appropriate Area Faculty Committees, Area Chairs, and the Dean's office.	Monday, August 18
Area Chairs will submit to the Dean's office the spreadsheet of faculty work distribution weights with changes and/or corrections for the 2024-2025 academic year. The Dean's office will update in Sedona.	Monday, August 18
Area scores and Evaluation Narrative due to Area Chair. Area committees document process and criteria used and send to Area Chair.	Wednesday, September 10
Area Chairs sends faculty scores and narratives to Dean's office for review.	Tuesday, September 16
Dean's office sends approval of faculty scores and narratives to Area Chairs	Thursday, September 25
Area Chairs will communicate scores to faculty members, allowing time for discussion.	Thursday, October 2
Area Chairs, on behalf of the Area Faculty Committee, will submit a numeric evaluation score and feedback for each faculty member for teaching, research, and service to the Dean's office using the Evaluation Narrative form. Area chairs submit process and criteria used to Dean's office.	Friday, October 3
A faculty member wishing to appeal their evaluation score must file a 1st level appeal to their Area Chair by the date listed.	Wednesday, October 8
Area Chairs must respond to faculty member appeals and where applicable submit requests for score corrections to the Dean's office based on appeals by the date listed.	Monday, October 13
The Dean's office will forward to the FDEC the Faculty Evaluation Narrative forms, the Faculty Accomplishment Report, process and criteria for all the areas, and a spreadsheet with the number scores for faculty. FDEC begins review.	Friday, October 17
A faculty member wishing to submit a 2nd level appeal regarding their evaluation score must do so in writing to the FDEC with a copy to their Area Chair and the Dean's Office by the date listed.	Friday, October 17
The FDEC will review all evaluations for accuracy and consistency and provide the committee's evaluation to each Area Chair. Changes to a faculty member's score by the FDEC should be discussed with the Area Chair and Dean's Office. The Area Chairs will communicate to their faculty members the confirmation of their score or the changed score where applicable.	Wednesday, November 5
FDEC will provide decision on 2nd level appeals to the faculty member with a copy to the Dean's office and Area Chair by date listed.	Friday, November 7
The FDEC will provide the final evaluations to the Dean's office.	Monday, November 10
The Area Chair and/or Associate Dean for Faculty will meet within two weeks with any tenured or tenure-track faculty member who receives an overall unsatisfactory rating for the annual review. The purpose of the meeting is to establish a written Performance Development Plan (PDP) per Faculty Handbook guidelines.	Monday, November 24

**These dates are subject to change based on the Central calendar.*

Updated 5.7.2025