

PROFESSIONAL ASSESSMENT CALENDAR<sup>1 2 3</sup>  
(READ IMPORTANT FOOTNOTES)

Aug. 28	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of professional assessment.
Sept. 1	The department Chairperson <sup>4</sup> shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of professional assessment evaluations to be conducted. The DEC/CFEC notifies the members who must be evaluated.
Sept. 8	The DEC/CFEC shall inform, in writing, each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC/CFEC prior to the making of its recommendation. Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file.  The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Oct. 10	Candidates shall upload their professional assessment file. Access to the file shall automatically be provided to the DEC/CFEC.
Oct. 27	The DEC/CFEC shall transmit its written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. DEC/CFEC access shall automatically be removed.
Oct. 28-31	The candidate shall have four days to upload the DEC/CFEC written recommendation to the file and to upload a written response and/or additional materials.

<sup>1</sup> Refer to Article 4.12 in the Collective Bargaining Agreement for details regarding Professional Assessment.

<sup>2</sup> Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

<sup>3</sup> Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

<sup>4</sup> Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean.

Nov. 1	Access to the file shall automatically be provided to the Department Chairperson. <sup>5</sup>
Nov. 17	The Department Chairperson shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. Department Chairperson access shall automatically be removed.
Nov. 18-21	The candidate shall have four days to upload the Department Chairperson’s written recommendation to the file and to upload a written response and/or additional materials.
Nov. 22	Access to the file shall automatically be provided to the Dean/Director.
Jan 19	The Dean/Director shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. Dean/Director access shall automatically be removed.
Jan 20-23	The candidate shall have four days to upload the Dean’s/Director’s written recommendation to the file and to upload a written response and/or additional materials
Jan 24	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
March 1	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email.