

Augusta University 2022 -2023

Annual Evaluation of Faculty Timeline and Process

March 10, 2023

FY23 Annual Evaluation Form Opens in PACT for Faculty Self-Evaluation

Faculty members run the Annual Evaluation form in PACT and begin their self-evaluations.

Note: Information related to the Annual Evaluation of Faculty process, including information about how to utilize the PACT system, will be provided on the Faculty Affairs [web page](#).

April 10, 2023

Faculty Self-Evaluations Due to Department Chair

Faculty members submit their self-evaluations to their department chairs to initiate the review process by the department chair. Your department chair or dean may elect to extend this deadline at their discretion. Please check with your department chair for the exact deadline.

April-June 2023

Department Chair Meets With Faculty to Complete Evaluation

Each department chair (and/or supervisor) conducts his/her review of each faculty member under his/her supervision, completes the relevant portions of the evaluation form, and meets with each faculty member to discuss the evaluation and establish goals for next year.

June 30, 2023

Evaluations Due to Faculty Affairs and Human Resources

The Annual Evaluation for each faculty member is due, complete with signatures of the faculty member, the department chair (and appropriate supervisors), and the dean (or designee). A copy of the completed and signed form should be provided to the faculty member. The completed evaluations are uploaded into the Box folder provided by the Office of Faculty Affairs and Human Resources.