May 15, 2019

To: Department Chairs

From: Greg Frazier

Senior Associate Dean

Re: Schedule for 2019-2020 Comprehensive Periodic Evaluation (post-tenure review)

Here is the schedule of due dates for the **Comprehensive Periodic Evaluation** process for 2019-2020. (Part of the routing process may be done using Digital Measures, depending on when UTA rolls out that functionality.)

Nov 4 Faculty should submit their CPE materials (Digital Measures) to Department Chair.

Follow Provost’s format instructions at

<http://www.uta.edu/provost/administrative-forms/comprehensive-performance/index.php>

Materials should include:

-- Current and complete CV

-- Report of professional accomplishments (during review period)

-- Copies of publications (during review period)

-- Summary of all teaching evaluations (SFS and COB; during review period)

-- Peer evaluations of teaching (during review period; if available)

-- All annual performance review reports (during review period)

-- Other materials that the faculty member thinks are relevant to the review or that the department requires

Dec 2 Initial evaluation should be completed by Dept. Chair or CPE Committee (varies by dept.)

Feb 3 Department should submit all CPE materials to Dean.

Mar 2 Dean submits CPE materials to Provost.

Faculty who are scheduled for a Comprehensive Periodic Evaluation in 2019-2020:

ACCT Tom Hall (waived if endowed chair review approved by President)

FINA David Diltz

ISOM Radha Mahapatra

MARK Larry Chonko

Traci Freling