

Schedule for Faculty “Annual Performance Review”

AY 2024-25

Office of the Rector issues the annual performance review schedule.	June 15, 2025
Deans send all full-time professorial rank faculty members a written note calling for the launch of the annual performance review process. <i>The review period is July 1st, 2024 to June 30, 2025.</i>	June 30, 2025
Faculty members submit their files to the dean <i>Faculty members</i> update and complete their individual profiles through the “ My Profile ” section on all three areas of activity (research, service and teaching), publish the “ Public Profile ”, and submit the self-assessment to the dean through the “ Performance Review ” section in the Faculty Management Information System (FMIS).	July 31, 2025
Deans review the file and submit a written evaluation to the rector. <i>Deans</i> review each faculty member’s file, complete the “performance review” form (a written evaluation of the faculty member’s performance in the areas of teaching, research, and service), and submit to the faculty member for comments through FMIS.	Aug. 15, 2025
Faculty members review the dean’s evaluation, write any comments, and submit to the rector through FMIS.	Aug. 30, 2025
Rector reviews the dean’s evaluations and marks it as complete. <i>Rector</i> reviews the dean’s evaluations of all faculty members, and marks it as complete on the system.	Sept. 30, 2025