

Office of the Provost

October 21, 2019

Dear Colleagues.

I am writing today to let you know that the University is moving toward more consistency of process and timelines for annual performance reviews for faculty. Thus, we are transitioning to calendar-year evaluation periods (January-December). The purpose for doing so is to have the benefit of the most current review possible when making compensation adjustment decisions during the Spring budget setting process.

Currently, about half of our faculty are already receiving calendar-year evaluations. The remaining faculty have been receiving academic-year evaluations.

Once fully implemented, faculty self-assessments should be completed by the time faculty return to work in January 2020. That should provide Department and Division Heads and Deans with adequate time to schedule review meetings and complete the faculty evaluations by **Mid-March 2020**.

Those of you who have been using academic-year evaluation periods are asked to please do the following to facilitate the transition:

1. You will have recently completed assessments for AY2018-19, and set goals and Allocation of Effort for AY2019-2020.
2. We ask that you now add an additional Allocation of Effort for Fall Semester 2020.
3. Please request that faculty complete their self-assessment for the Fall 2019-Spring 2020-Fall 2020 period, and submit it when they return to work in January 2021.
4. Department and Division Heads and Deans will need to complete the faculty evaluations by **Mid-March 2021**, along with the rest of the campus that has already been conducting calendar-year evaluations.

If you have questions or would like further guidance, please contact Dr. Greg Fant, Deputy Provost.

Thank you very much for all your efforts on behalf of NMSU!

Carol Parker
Provost and Senior Vice President for Academic Affairs
New Mexico State University