

## **Project EXCEL Timeline for Completion of Adjunct Faculty Evaluation Process**

*(Updated 2/21/2023)*

### **By April 30**

Project EXCEL Administrators will upload signed Adjunct Faculty evaluations to the Project EXCEL Google folder.

- Evaluations will use the Survey Dig results from the spring and fall of the preceding year, e.g., spring 2022 and fall 2022 results for evaluations submitted June 1st of 2023. If results from both spring and fall are unavailable, include an explanation with the hire date in a Google Doc with the following naming conventions (Findlay, Drew\_Missing Survey Dig Results). Newly hired teachers that teach year-long or spring only courses will likely fall into this category. Survey Dig results collected for this group will be used in the following evaluation year.
- For instructors who are no longer teaching for Project EXCEL, add a Google Doc with the normal naming conventions and a brief explanation to the folder.
- An Evaluation, Aggregate Survey Dig Results, and the Course Improvement Plan (if applicable) will be scanned as one PDF document and follow the following naming convention: Last Name, First Name\_Academic Year. (Findlay, Drew\_2022-23)
- Evaluations will be uploaded into the appropriate submission folder.

### **By June 1**

The Project EXCEL office will review all Adjunct Faculty Evaluations and upload signed Adjunct Faculty Evaluations to the Provost Google folder.