



**Cavalla
International
University**

DEADLINE AND TIMELINE

Starting in 2024-2025:

July 12th - Faculty must submit their Self-Assessment to Dept. Chair/Dean.

July 19th - Dept. Chair/Dean meets with their faculty to discuss performance and give performance appraisals to faculty.

August 18th – 24th – Faculty may dispute their performance appraisal and submit a rebuttal to the Dept. Chair/Dean. **Note:** Please send all disputes/rebuttals to Dr. Valencia Johnson for review and reevaluation and changes of evaluation/rating if needed.

August 25th – 29th - The Dept. Chairs/Deans faculty departments will be due to the Administration.

August 31st - The complete package will be submitted to Human Resources for record keeping per university guidelines and accreditation.

NOTE: The performance of all faculty members, regardless of rank, will normally be evaluated ten-years after the award of tenure in the University and every five years thereafter, unless the faculty member underwent the promotion to professor process, in which case the next review will be five years after the completion of that process, whether or not promotion to professor was awarded. A review will not be required if the faculty member is on a phased retirement plan or has a confirmed departure date from Cavalla International University, which is within the next 12 months.