



# Cavalla International University

## DEADLINE AND TIMELINE

### **Starting FY 2024**

**November 1<sup>st</sup> – 10<sup>th</sup>** – Deans/Chairs, please provide and discuss with your faculty and staff their performance plans.

**November 12<sup>th</sup>** – Deans/Chairs, please submit signed performance plans to Mrs. Raquel Williams, Vice President of Finance & Administration/Director of Human Resources at [vpfa@cavallauniversity.edu](mailto:vpfa@cavallauniversity.edu).

### **Starting FY 2025**

**May 1<sup>st</sup> – 10<sup>th</sup>** – Deans/Chairs, please provide and discuss with your faculty and staff their Mid-year performance.

**May 30<sup>th</sup>** – Deans/Chairs, please submit signed mid-year performance to Mrs. Raquel Williams, Vice President of Finance & Administration/Director of Human Resources at [vpfa@cavallauniversity.edu](mailto:vpfa@cavallauniversity.edu).

**October 12<sup>th</sup>** - Faculty must submit their Self-Assessment to Dept. Chair/Dean.

**October 19<sup>th</sup>** - Dept. Chair/Dean meets with their faculty to discuss performance and give performance appraisals to faculty.

**November 18<sup>th</sup> – 24<sup>th</sup>** – 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.

**November 25<sup>th</sup> – 29<sup>th</sup>** - The Dept. Chairs/Deans faculty departments will be due to the Administration.

**November 31<sup>st</sup>** - The complete package must be submitted to Mrs. Raquel Williams, Vice President of Finance & Administration/Director of Human Resources at [vpfa@cavallauniversity.edu](mailto:vpfa@cavallauniversity.edu) for record keeping by 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.