

**Fort Hays State University**  
College and Department Procedures/Process/Timeline for Faculty  
Annual Merit Review (Calendar Year)

<u>Procedure</u>	<u>Timeline</u>
1. Faculty prepare evaluation materials for past calendar year and submit to chair.	By February 15
2. Chair reviews faculty evaluation materials and prepares evaluations. Chair discusses evaluation materials and final evaluations with faculty.	By April 1
3. Chair completes and shares final annual evaluations of faculty to dean. A projected merit increment of 1% should be used in conversations with the faculty as reviews are completed.	By April 10 (date approved by AAUP)
4. Dean should be prepared to make merit recommendations (based on reviews) to the Provost through the Workday process.	By May 1 (date approved by AAUP)
5. Chair reviews and finalizes ASR for fall semester and the next calendar year with new faculty	By September 15
6. Faculty and chair consult regarding annual statement of responsibilities (ASR) for next calendar year.	By October 1
7. Faculty review personal development plans and priorities for next calendar year.	By December 1
8. Chair reviews and finalizes ASR for next calendar year with all faculty.	By December 15

Revision Approved by Provost's Council  
May 21, 2024