

Department Head Evaluation

Dr. *****

Timeline

Spring 200*

January 2	Planning & Analysis receives cover letter dated January 9 with deadline of January 16, addresses, and approved evaluation form (1 WEEK PRIOR TO EVALUATION OFFERING)
January 9	Evaluations mailed
January 16	Evaluations closed (SURVEY TYPICALLY AVAILABLE FOR 7 BUSINESS DAYS)
Jan 22-26	Compile and analyze data, prepare final report (TYPICALLY ONE WORKING WEEK FROM SURVEY CLOSING)
January 31	Provide committee with final report (IF NO COMMITTEE, REPORT MADE AVAILABLE TO DEAN)
Feb 7	Committee reviews survey and compiles a report
Feb 14	Report made available to Dean