

**Fort Hays State University**  
College and Department Procedures/Process/Timeline for Faculty  
Annual Merit Review (Calendar Year)  
Effective December 1, 2012

<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 submits final evaluations to dean with signed merit salary recommendation forms. If actual salary increment is unavailable, a projected increment of 1 percent should be used on the form.	By April 10 (date approved by AAUP)
4. Dean submits final signed merit recommendations to Provost.	By May 1 (date approved by AAUP)
5. Faculty and chair consult regarding annual statement of responsibilities (ASR) for next calendar year.	By October 1
6. Faculty review personal development plans and priorities for next calendar year.	By December 1
7. Chair reviews and finalizes ASR for next calendar year with continuing faculty. The ASR for new faculty should be completed by end of second week in September.	By December 15 for Continuing Faculty By September 15 for New Faculty

Revision Approved by Provost's Council  
September 11, 2012