

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

Based on Academic Year

<u>Procedure</u>	<u>Timeline</u>
1. Faculty review personal development plans and priorities for next academic year.	By March 15
2. Faculty prepare evaluation materials for current academic year and submit to chair.	By April 1
3. Chair reviews faculty evaluation materials and prepares evaluations. Chair discusses evaluation materials and chair's evaluations with faculty.	By April 30
4. Chair submits final evaluations to dean with signed merit salary recommendation forms. If actual salary increment is unavailable, a projected increment may be used on the form.	By May 1
5. Faculty and chair consult regarding annual statement of responsibilities (ASR) for next academic year.	By May 8
6. Chair reviews and finalizes ASR for next academic year with continuing faculty. Consultation and ASR for new faculty to be completed by end of second week in September.	By May 15 for Continuing Faculty By September 15 for New Faculty
7. Dean submits merit recommendations to Provost.	May 15