

Faculty & Staff Annual Performance Evaluation Timeline
2024-25 Fiscal Year (July 1, 2024 – June 30, 2025)

Action	Due Date
<ul style="list-style-type: none">• Human Resources to launch self-evaluation forms for faculty and staff in Workday• Self-evaluation preparation materials will be provided to staff by Human Resources• Performance evaluation guidance will be provided to supervisors by Human Resources	Monday, May 12, 2025
Deadline for faculty and staff to submit self-evaluations to direct supervisors for review	Friday, May 30, 2025
Deadline for supervisors to submit faculty and staff performance evaluations and reviewed and updated position descriptions to Human Resources	Friday, June 27, 2025
Deadline for supervisors to communicate performance evaluations to faculty and staff	Friday, July 11, 2025