

MEMORANDUM



TO: Deans and Chairs

FROM: Office of the Provost

DATE: April 08, 2026

SUBJECT: 2026-2027 Annual Assignment Schedule
2025-2026 Annual Evaluation Schedule

Event/Activity	Date
Faculty enter Activities and Achievements in P180 (Faculty Reporting System)	Ongoing
Faculty Effort Request for 2026-2027 AY due in P180	January 15, 2026
Chair enters Faculty Annual Assignment for 2026-2027 AY	March 5, 2026
Faculty Self-Evaluation for 2025-2026 AY due in P180 for Chair review	May 12, 2026
Chair Annual Faculty Evaluation for 2025-2026 AY due	June 26, 2026
Meeting Requests with Supervisor to discuss 2025-2026 Annual Evaluation (as needed)	June 27 - July 26, 2026