

College of Science Annual Performance Evaluation Timelines and Information for Instructional and Research (I/R) Faculty

Annual evaluations are an important opportunity to provide feedback, set goals, and support the professional development of our faculty, including postdoctoral research fellows and research staff. We ask that supervisors complete the evaluations within the timeframe to ensure compliance.

Instructional and Research (I/R) Faculty Timeline

The performance period for Instructional and Research Faculty is based on the previous calendar year (i.e., January 1, 2025 – December 31, 2025)

	Step 1	Step 2	Step 3	Step 4
Action	Self-Reflection	Local Unit Administrator Feedback	Results and rationale of evaluation due to I/R Faculty [#]	Due to COS [*]
Begins	02/01/2026	03/03/2026	04/1/2026	
Due Date	03/02/2026 (Due to supervisor)	03/31/2026	04/30/2026	05/02/2026

[#]Per section 2.6.1 of the Faculty Handbook, “the faculty member must be afforded the opportunity to discuss the results of the evaluation with the local unit administrator before it is sent to the dean.”

^{*}The Local Unit Administrator is responsible for ensuring the evaluations are submitted to the College of Science.

Postdoctoral Research Fellows and Research Staff Timeline

The performance period for this cycle will include accomplishments/efforts from **June 1, 2024 – May 31, 2025.**

	Step 1	Step 2	Step 3	Step 4
Action	Self-Reflection	Supervisor Feedback	1:1 Meeting [^]	Due to COS [*]
Begins	09/29/2025	10/13/2025	11/10/2025	
Due Date	10/10/2025 (Due to supervisor)	11/7/2025	11/21/2025	12/01/2025

[^]Results and rationale of the evaluation should be shared with the employee during 1:1 meeting.

^{*}Supervisor submits completed evaluation to cosofa@gmu.edu.