

Materials To	Faculty Observation***	ARPA Evaluation of Lecturers	Workloads	Emeritus Review Fall Term	Emeritus Review Spring Term	Outside Employment Form
Faculty submission		Jan. 20, 11:59 p.m.				** <b>Jan. 20</b> Deadline for Annual Reporting. Submit the outside employment and activities form to dept chair. Employment and Activities that occur after the deadline should be submitted immediately.
<b>Department Chair</b> Receive case Share w. Faculty Forward case	Submit faculty observation and share with faculty*** Oct. 20, 2026	Jan. 21, 2027 Feb. 16, 2027 Feb. 24, 2027	Post Dec. 1, 2026 Forward Dec. 8, 2026			Review outside employment and activities form and forward to Dean by <b>Jan. 26, 2026</b>
<b>Dean</b> Receive case Share with faculty/Mark case status complete		Feb. 24, 2027 Mar. 30, 2027*	Dec. 8, 2026 Jan. 28, 2027			Due to: academicfinanceandfacultyadmin@utoledo.edu by <b>Feb. 5, 2027</b>
<b>Provost</b> Receive case Forward case		March 31, 2027 ****	Jan. 28, 2027	Oct. 6, 2026 Oct. 25, 2026	Apr. 1, 2027 Apr. 14, 2027	
<b>President</b> Receive case Share w. Faculty				Oct. 25, 2026 Nov. 17, 2026	Apr. 14, 2027 Apr. 30, 2027	
<b>BOT Academic and Student Affairs Committee Meeting</b>				<b>Dec, 2026 BOT</b>	<b>June, 2027 BOT</b>	

\* According to the UT-AAUP Lecturers Collective Bargaining Agreement (Article 9.4.5.1), lecturers 'must receive their evaluation review approved by the Dean no later than the last day of March.'

\*\* Annual Outside Employment and Activities Report per the UT-AAUP Lecturers Collective Bargaining Agreement (Article 26), faculty must report outside employment and activities annually through the [AAUP-Outside Employment and Activities Report](#)

\*\*\* According to the UT-AAUP Lecturers Collective Bargaining Agreement (Article 9.2), scheduled classroom observations "shall be done by the Department Chair for which the Member teaches".

\*\*\*\* **Only forwarded to the provost if the Dean disagrees with the department chair's recommendation.**