

Materials To	Faculty Observation***	ARPA Evaluation of Lecturers	Emeritus Review Fall Term	Emeritus Review Spring Term	Outside Employment Form
Faculty submission		Jan. 20, 11:59 p.m.			<b>**</b> <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 Dossier Share with Faculty Forward Dossier*	Submit faculty observation and share with faculty Oct. 20, 2025	Jan. 21, 2026 Feb. 16, 2026 Feb. 24, 2026			Review outside employment and activities form and forward to Dean by <b>Jan. 26, 2026</b>
<b>Dean</b> Receive Dossier Share with faculty/Mark case status complete		Feb. 24, 2026 Mar. 31, 2026			Due to: academicfinanceandfacultyadmin @utoledo.edu by <b>Feb. 6, 2026</b>
<b>Provost</b> Receive Dossier Forward Dossier*			Oct. 6, 2025  Oct. 24, 2025	Apr. 1, 2026  Apr. 14, 2026	
<b>President</b> Receive Dossier  Share with Faculty			Oct. 24, 2025  Nov. 17, 2025	Apr. 14, 2026  Apr. 30, 2026	
<b>BOT Academic and Student Affairs Committee Meeting</b>			<b>Dec, 2025 BOT</b>	<b>June, 2026 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".

Revised 6/5/2025

\*\*\*\*Academic Personnel Calendar subject to change due to the Senate Bill 1 legislation.