

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

REPORTING PERIODS

Number 02.01.03

Division Academic Affairs

Date January, 2001, Reviewed October 25, 2021

Purpose To have one report period each year that would avoid unnecessary duplication of material and is compatible with other annual processes

Policy **PROCESS PERIOD:** **EXAMPLE**

April 1, {Year} –March 31, {Year} April 1, 2022 to March 31, 2023
Would include: Summer 2022
Fall 2022
Spring 2023

Reports	Due Date in Academic Affairs
Faculty Activity Reports	June 1
Annual Evaluations	June 1
Scorecards	July 1 or date specified by the provost

Deans and Department Chairs will specify March 31 as the cut-off date for publications and other information to be entered into Faculty Activity Reports. The Faculty Activity Report includes the entire Student Instructor Evaluations (SIEs) including student comments from the previous calendar year. This reporting period will provide the necessary data to make annual salary recommendations (the past summer, spring, and fall) and faculty who are up for promotion and/or tenure decisions will add information from the current summer to complete their academic record.

Review

Academic Affairs will review this policy every five years or sooner as needed.