



PURDUE UNIVERSITY NORTHWEST

2024-2025 Faculty Annual Review Due Dates

Administrative Responsibilities	Due Date	
Initiate faculty input workflow/Cases created and released to faculty	10/14/24	
Cases forwarded to Department Chair/School Director by Maria Watson	2/18/25	
Candidate Tasks		
Prepare and submit faculty annual review materials	2/17/25	
Rebuttal, if desired, to Department Chair/School Director	7 calendar days after meeting with Department Chair	
Department Chair/School Director Tasks		
<ul style="list-style-type: none"> Review candidate case(s) Write Department Chair/School Director letter of recommendation Meet and share letter with faculty and through Interfolio Have the faculty member sign the faculty annual review letter as acknowledgement Upload the signed faculty annual review letter in Interfolio Send case forward 	2/18/25	3/28/25
Dean Tasks		
<ul style="list-style-type: none"> Review Department Chair/School Director completed evaluation recommendations Provide any additional comments if needed Discuss with Provost if needed Send case forward 	4/7/25	4/21/25
Provost Task		
<ul style="list-style-type: none"> Review Final Recommendations from Deans 	4/22/25	5/2/25