**Policy Title:**

Individual Faculty Report Deadline

**Policy Statement:**

The faculty member completes the Individual Faculty Report (IFR) and submits it to the chairperson on January 21 [or the first business day following January 21 should January 21 be a Saturday or Sunday].

**Definitions:**

None.

**Keywords:**

faculty evaluation, individual faculty report

**Reason for the Policy:**

The original IFR deadline of March 15 in the “General Procedures” section of the “Faculty Review System, Philosophy and General Procedures” policy is based on performance during the current academic year, but the current policy is based on the performance during the prior calendar year. In order to be of use in counseling and decisions regarding salary, the IFR deadline should be moved nearer to the calendar year review period. January 15 could potentially burden faculty with a major task during the first week of class, and January 31 could potentially burden chairs with large departments who need extra time to perform evaluations. **January 21**, being three weeks after the calendar year review period and more than a month before potential salary decision requests, is adequate timing for faculty and chairs alike.

**Proposed Outcome:**

Faculty have sufficient time to compose their Individual Faculty Report after the first of the year, and chairs have sufficient time to perform faculty evaluations before possibly being asked to make salary decisions.

**Applicability:**

This policy applies to all Georgia College faculty who are required to submit Individual Faculty Reports.

**Related Policies:**

This statement shall replace “General Procedure #1” of the “Faculty Review System, Philosophy and General Procedures,” entry in the current Georgia College & State University Policies, Procedures, and Practices Manual (<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Faculty-Review-System-Philosophy-and-General-Procedures>).

**Procedures:**

The faculty member completes the Individual Faculty Report (IFR) and submits it to the chairperson on January 21 [or the first business day following January 21 should January 21 be a Saturday or Sunday].

**Guidelines:**

None.

**Forms:**

None.

**Contacts:**

Policy created by: Faculty Affairs Policy Committee (FAPC); fapc@gcsu.edu.

Policy implementation is the responsibility of the Office of Academic Affairs; 478-445-4715.

**Motion Number and Approval Dates:**

Sponsoring Committee: Faculty Affairs Policy Committee (FAPC) – 2/3/17

Motion Number: 1617.FAPC.001.P

See the University Senate online motion database for dates of approval by the various levels of governance.