FALL SEMESTER

PERFORMANCE EVALUATION FORMS

- **Dec. 31, 2014** – Last day to hold goal-setting conference with supervisor and complete performance evaluation forms (see UW-Platteville Academic Staff Performance Evaluation form). Goals for all academic staff will be for the calendar year - January through December.
- **Dec. 31, 2014** – Supervisor should submit completed evaluation forms to the area head or Dean.

SPRING SEMESTER

PERFORMANCE EVALUATION FORMS

- **No later than Feb. 2, 2015** – Area Head or Dean submits forms to the Provost.
- **No later than March 13, 2015** – Provost submits forms to the Chancellor.

RETITLING AND PROMOTION FORMS

- **No later than Jan. 26, 2015** – All documents submitted to immediate supervisor with a copy to the Personnel Commission chair
- **No later than Feb. 16, 2015** – Immediate supervisor submits to the director of Human Resources
- **No later than March 13, 2015** – HR forwards all submitted documents to the Provost
- **No later than March 20, 2015** – Provost forwards all submitted documents to the Chancellor

JOB SECURITY FORMS

- **No later than Jan. 12, 2015** – Human Resources notifies cabinet and Personnel Commission of employees eligible for multi-year, rolling horizon or indefinite appointments
- **No later than Jan. 26, 2015** – Academic staff member submits documentation to immediate supervisor or immediate supervisor initiates process
- **No later than Feb. 16, 2015** – Supervisor submits documents to area head or Dean
- **No later than March 9, 2015** – Area head or Dean submits documents to Personnel Commission
- **No later than March 30, 2015** – Personnel Commission submits documents to Provost
- **No later than April 20, 2015** – Provost submits documents to Chancellor

See the Academic Staff Personnel Commission Members page for a list of all commission members and phone numbers.