

Subject: Spring 2026 Annual Evaluation and Post-tenure Review Deadlines and Reminders

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From: UGA Administrative Memos

To: ADMNDIRECTORS-L@LISTSERV.UGA.EDU

TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: Benjamin C. Ayers, Senior Vice President for Academic Affairs and Provost
Elizabeth Weeks, Interim Vice Provost for Academic Affairs and Associate Provost for Faculty Affairs

RE: Spring 2026 Annual Evaluation and Post-tenure Review Deadlines and Reminders

DEADLINES:

- The deadline for completing spring 2026 faculty annual evaluations, of calendar year 2025 performance, is **Tuesday, March 31, 2026**.
- The deadline for completing spring 2026 five-year and corrective post-tenure reviews and review of administrators is **Friday, April 24, 2026**.
- The deadline for submitting all faculty performance review scores (annual evaluations, post-tenure reviews, and review of administrators) and fully approved Performance Remediation Plans (PRPs) and Performance Improvement Plans (PIPs) is **Friday, May 1, 2026**.

ANNUAL EVALUATION: UGA Policy 03.03.001 [Annual Evaluation](#).

- A score of 1 or 2 in any area of assigned effort (regardless of percentage effort) or overall requires a one-year performance remediation plan (PRP). A PRP template for developing the plan and documenting required progress reports is available [here](#). PRPs must be approved by the Dean/Vice President **and submitted to the Office of Faculty Affairs** for filing.
- Tenured faculty members with two consecutive evaluations with scores of 1 or 2 in any area (above 10% effort) or overall triggers corrective post-tenure review. Spring 2026 is the third year of annual evaluations under the revised policies; corrective post-tenure review may be indicated for some faculty members based on two years' scores.
- Per USG Policy 8.3.5.1, "The result of the faculty member's annual evaluations will be utilized as a part of subsequent pre-tenure and post-tenure reviews as well as retention, promotion, and tenure decisions." Accordingly, annual evaluations for each year relevant to third-year review, promotion and tenure review, and post-tenure review must be included in the dossiers.

POST-TENURE REVIEW: UGA Policy 03.03.003 [Post-Tenure Review](#).

- Per UGA policy 03.03.003, “At minimum, the evidence shall incorporate findings from the faculty member’s annual reviews from the years since the approval of tenure or the last post-tenure review and a current curriculum vitae; additional materials may be specified by the promotion and tenure unit’s post-tenure review process.” Reviews must include evidence of involvement in student success activities.
- Spring 2026 post-tenure reviews and corrective post-tenure reviews should include performance during calendar year 2025, i.e., the subject of annual evaluations conducted in spring 2026. Supervisors thus may prioritize spring 2026 annual reviews of faculty scheduled for post-tenure review or potential corrective post-tenure review.
- Unit-level post-tenure review policies and procedures must comply with [UGA](#) and [USG](#) policies, ensure timely reviews, and retain accurate and complete documentation of reviews conducted, including annual reviews and other supporting documentation.
- If the result of the post-tenure review is unsatisfactory, the promotion and tenure unit head and Dean, in consultation with the faculty member and the unit-level faculty Post-tenure Review Committee, must develop a one-year Performance Improvement Plan (PIP). A PIP template for developing the plan and documenting required progress reports is available [here](#). **The PIP must be approved by the Dean and submitted to the Office of Faculty Affairs** for filing.

REVIEW OF ADMINISTRATORS: UGA Policy 03.03.004 [Review of Administrators](#).

- Academic administrators who hold faculty rank in an academic unit must receive periodic comprehensive evaluation, according to the timeframes and procedures in the UGA policy and unit-level guidelines.
- For tenured administrators, the applicable review of administrator takes the place of periodic post-tenure review.
- Administrative A faculty annual reviews and periodic reviews should be conducted under the [Journeys](#) Staff Performance Evaluation model and submitted via [PEP](#).*

Thank you for your time and partnership on these annual processes. If you have any questions, please contact the Office of Faculty Affairs at facultyaffairs@uga.edu.

*Cabinet-level administrator reviews follow the annual directional guidance of the President and Provost.

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Mike Wooten, mwooten@uga.edu.