

## Admin

What's changed for Admin?

- a) A reminder that USF Annual Evaluations run on a calendar basis from Spring to Fall and should be

- j) It is required that units complete all Term Assignments per the CBA article 9.3 (6 weeks prior to the start of the term).
- k) The Enter Missing (Annual) Assignments form should no longer be needed. It will remain for exceptional cases.
- l) Annual Assignments can be automatically calculated if the Spring and Fall Term Assignments of the evaluation period are either Complete or Awaiting Acknowledgement.
  - i) Summer Assignments will be included in the calculation, if present.
  - ii) Faculty that started last fall can have their Annual Assignments automatically calculated if they are batched with an Evaluation Period for Fall term only.
- m) To