

Regular Faculty Evaluation Process

Deadlines are firm; however, it is preferable to complete the Observation Report and review it with the Evaluatee as soon as possible after completing the observation.

Years One & Two: Pre-Observation	Year Three: Peer Observation	<i>Beginning of Fall Semester Team and Evaluatee Preparation</i>				<i>Fall and Spring Scheduled Observations Occur</i>	<i>End of Spring Semester Latest Conclusion of the Process</i>				
	PARTICIPANTS	FALL SEMESTER				Fall Semester Weeks 6-13	SPRING SEMESTER				
		Weeks 1-3	No later than end of Week 4 (See DEADLINE)	Week 5	Week 6	Spring Semester Weeks 3-13	Week 13	No later than end of Week 14 (See DEADLINE)	Week 15	No later than end of Week 16 (See DEADLINE)	End of Semester
Early notice: to Evaluatee cc: DC, SA	VPAA: Vice President Academic Affairs	Sends forms to Evaluatee cc: DC, SA		Appoints w/ DTREC Non- Department Peer	Notifies Peer/Evaluatee of appointment Tracks process						Submits Portfolio to HR Records and Tracks process
	DOIGE: Dean Inst. Gen Ed							Receives Minority Rpts if only such submitted	Conducts research	Prepares Final Rpt Reviews w/Team	Reviews w/Evaluatee Submits to VPAA
	SA: Supervising Administrator		Confers w/DC to determine need for DC Observation, if any	Submits to VPAA Team Choice				May submit a Direct Knowledge Report			Submits Portfolio to VPAA Destroys Student data
Updates: Rotation List & Procedures	DC: Department Chair	Reminds Evaluatee about req. submission	Confers w/SA to determine need for DC Observation, if any Submits to SA Team Choice	Appoints Peers from Rotation List Notifies Evaluatee and Peers	Calls Team Mtg. w/Team Schedules Eval Activities Notifies Evaluatee	Observation Occurs , if any Writes Obs. Rpt Completes DC Report	Reviews and Signs Report(s) w/Evaluatee	Team Meets: Discusses Eval results Appoints Final Report writer, determine if any Minority Report DEADLINE	Optional Team mtg if needed	Team & Evaluatee Meet: Reviews and Signs Final Rpt, Minority Rpt, if any DEADLINE	Submits Portfolio to SA
	Peer: Department or Non-Department and Additional, if any			Decides w/DC if Class. Staff participates Submits ?s to DTREC	Attends Team mtg	Observations Occur , Writes Obs. Rpt.	Reviews and Signs Report(s) w/Evaluatee	Attends Team meeting DEADLINE	Attends Team mtg if any	Attends mtg: Reviews and signs Final Rpt, Minority Rpt, if any DEADLINE	
Records: Required Informal Student Assessment College Service Profess. Serv. & Development	EVALUEE: Regular Faculty Member being Evaluated		Submits to DC Self-Assessment Team Choice Syllabi and Schedule DEADLINE	Notified of Peer appts. May reject 1 Dept. Peer in writing	Notified of schedule, or May be asked to attend Team mtg.	Cooperates with scheduled Observations	Reviews and Signs Report w/Peer & DC Submits written resp. if any			Attends mtg: Review and sign Final Rpt, Minority Rpt, if any DEADLINE	Submits written response if any
Reviews: Procedures Forms	DTREC: District Tenure Review & Evaluation Cmte			Appoints w/ VPAA Non- Dept Peer	Reviews and Approves Class. Staff ?s, if any	Responds to Queries					<i>Mar. 2006</i>