

ARTICLE 19—EVALUATION
SUGGESTED EVALUATION PLAN TIME TABLE AND WORKSHEET
COMPREHENSIVE EVALUATION OF TENURED FACULTY MEMBER

Name of Evaluatee:	Employee Number:
Evaluation Process Start Date:	Tenured Faculty Member:
Department:	Evaluation Committee Chair:

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
1	1	First Day of semester	Begin Comprehensive Evaluation Process as per Article 19.	Faculty member evaluation cycle, request or chair request initiates comprehensive evaluation process
2	4		President’s designee appoints peer review committee (Art. 19.H.1) Committee Composition: <ul style="list-style-type: none"> ■ Department chair or designee (tenured)-voting ■ Department designee (tenured)-voting ■ Faculty member’s designee (tenured)-voting ■ VP Designee non-voting 	President Appoints Committee: Department Chair: (Voting)_____ Department Designee: (Voting)_____ Evaluatee Designee: (Voting)_____ Administrative Designee: (Non-voting)_____

ARTICLE 19—EVALUATION (CONTINUED)

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
3	5		<p>Committee convenes to:</p> <ol style="list-style-type: none"> 1. Elect a chair from tenured faculty reps. (Art. 19.H.2) 2. Develop plan for evaluation process. 3. Determine needed materials from faculty member, e.g.: syllabi, sample assignments, handouts, and exams. 4. Determine what data to be collected, such as student evaluations, classroom observations, etc. 5. Determine how and who will collect data. 6. Agree on time line to conduct process. 	<p>Committee Chair Elected: (name)</p> <p>Plan developed—set dates.</p> <p>Material requested for Portfolio: Self-evaluation Syllabi—all classes Sample assignments Sample handouts Sample exams</p> <p>Other items, if any (describe) _____ _____ _____</p> <p>Data to be collected: Student evaluations (Required- Article 19.G.4) Classroom observations (Required- Article 19.G.5)</p> <p>Other data, if any (describe) _____ _____</p> <p>Time Line/Tasks Who will collect data: _____ _____</p> <p>How will data be collected: _____ _____</p>

ARTICLE 19—EVALUATION (CONTINUED)

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
4	6		Committee meets with faculty member to review process as outlined in step 3.	Meeting with Evaluee to review plan: Date: _____ Signed: _____ (Evaluee) Signed: _____ (Committee chair)
5	6		Committee finalizes plan after review by faculty member.	Plan sent by committee chair to faculty member: Date: _____
6	7		Committee sends final plan to Vice President.	Plan sent by committee chair to Vice President: Date: _____
7	8		Data gathering commences.	Committee completes data gathering: Date: _____
8	12		Committee compiles all data and completes summary then shares it with the faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president.	Committee shares summary with Evaluee: Date: _____ Evaluee signs review: Date: (10 days max.) _____
9	14		Vice President reviews and signs off after comments and changes, if any, addressed by the committee. All evaluation materials filed with VP or designee.	Vice President Approval: _____ Date: _____

ARTICLE 19—EVALUATION (CONTINUED)

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
10	15		VP forwards completed evaluation to faculty member who may elect to add a written statement.	Final Evaluation sent to Evaluatee: Date: _____
11	16		VP adds completed evaluation to faculty member's official personnel file (district office).	Final Evaluation sent to Evaluatee's personnel file: Date: _____
			If Administrative Evaluation is needed it should commence no later than the 3 rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.	Further action:
12	Spring	Mar. 15	Board of Trustees action on faculty status for next year.	BOT action: