

Arts, Humanities and Social Sciences

Timeline for Evaluation of Contract I, II, or III Faculty

Activity	Due Date
1. Self-Evaluation –Portfolio	In Division Office by middle of 8th week of the semester. (End of October)
2. Student Evaluations	Completed and Submitted to Division Office by end of 7th week of the semester.
3. Classroom Observations by Dean and Faculty Peers	Observations conducted between 6th through 12 week of semester, ***
4. Colleague Survey	Distributed between Middle of 6th week & beginning of 9th.
5. Dean and peer evaluators meet to review all evaluation materials.	Division office will coordinate scheduling of meeting.
6. Administrator meets with probationary faculty to discuss summary evaluation.	Division office will coordinate scheduling of meeting.
7. Evaluation/Recommendation due to the Vice President, Academic Affairs	By the last day in November.

*** I would like to request that you do your classroom observations by November 1, if at all possible.

Contract Dates

January 13, 2020