



Spring 2020 Faculty Evaluation Timeline

Updated: 1/12/20

SECTIONS STARTING ON OR BEFORE 2/7		SECTIONS STARTING ON OR BEFORE 4/3	
DATE	TASK	DATE	TASK
Begin 1/16/20	Deans: Initial Conferences can begin. Peer Evaluation forms given to Evaluators.		
By 1/15	DIVISION OFFICE: 1) Run XFEV – Change “Sections Starting By” field 2) Access XFES (Faculty Evaluation Screen) to modify who will/will not be evaluated and how many forms to print. Additional requests for evaluation form can be requested by using XFES & XFEV. REQUESTING ADDITIONAL FORMS WILL NOT DUPLICATE PREVIOUS REQUESTS. DO NOT INCLUDE ON-LINE SECTIONS WHEN REQUESTING PRINTED FORMS. 3) Run XFEV to “CONFIRM” forms to be printed. “CC” COPY TO LAURA.	On 4/3	LATE START SECTIONS BEGINNING BY 4/3 REPEAT PROCESS FROM BEGINNING OF SEMESTER.
2/10	ALL ON-LINE EVALS: Send Rhiannon Lares a list of those to be evaluated. Include: Start and End Dates, Course Name and Section #.		
1/16	LAURA: E-mail the list of Contract faculty being evaluated to Academic Senate President.		
1/16 - 1/21	SENATE PRESIDENT: generate peer evaluator list. Submit list to: Deans, Secretaries & Laura		
1/17 - 1/22	DCS: For above sections Faculty Eval file is created to print forms.	4/6	DCS: For above sections Faculty Eval file is created to print forms.
2/5	Print Shop: Delivers forms to Instruction Office for above sections. Divisions notified for pick-up.	4/7	Print Shop: Delivers forms to Instruction Office for above sections Division Offices called for pick-up.
1/24 - 3/13	Deans/Faculty Chairs/Professors: Administer Classroom Observations, Peer Observations & Student Evaluations.	4/8 - 4/17	Deans/Faculty Chairs/Professors: Administer Classroom Observations, Peer Observations & Student Evaluations.
3/2-3/14	Rhiannon Lares: On-line surveys available to students.		
3/16-3/21	Harvest and prepare on-line data.	4/20-4/21	Harvest and prepare on-line data.
3/19	Division Office: Forward student eval forms to Laura. NO BLANK FORMS OR STAPLES!	4/17	Division Office: Forward student eval forms to Laura. NO BLANK FORMS OR STAPLES!
3/20	Laura: Evals returned to DCS for scanning.	4/20	Laura: Evals returned to DCS for scanning.
3/23-3/25	DCS: Scans forms (run import process	4/20-4/21	DCS: Scans forms (run import process – 4/27).
3/26	DCS: Forms delivered. Divisions called to pick up.	4/22	DCS: Forms delivered. Divisions called to pick up.
TBD	Deans: Determine date of delivery - Self-Evaluations and Peer-Evaluations are due in Division Offices for all faculty.		
After 4/22	Laura: Email XFER report to DEANS.		
4/22-5/14	Deans & Department Chairs: Final Interviews to discuss evaluation.		
6/10	Deans: Full evaluation packages due to Instruction Office. Cover Memo and spreadsheet to include: missing components, reason item or evaluation is missing, AND deficiencies notices.		
After XFER Complete	Laura: Evaluation packages with memo submitted to District HR. Update FREM (include On-line).		
After above is complete	Laura: notify division offices to check/re-run xfev report to verify accuracy. THIS REPORT IS TO BE RAN PRIOR TO RUNNING THE XFEV REPORT FOR THE COMING SEMESTER. DIVISION OFFICES ARE TO WAIT TO RUN THEIR XFEV REPORT UNTIL THE TIMELINE FOR THE COMING SEMESTER HAS BEEN RECEIVED FROM THE VPI OFFICE.		



HR does not accept incomplete evaluation packages. This includes components missing signatures. Please be sure to clearly note any deficiencies in the spreadsheet and include a copy of the recommendations/corrective plan (as below). This spreadsheet will serve as your coversheet when submitting your packages.

Name	(C)ontract (P) Probationary (H)ourly	Initial Conf	Peer Eval	Self Eval	Obs. Report	Stats	Comm- ents	Syllabi	Deficien- cies
Mouse, Minnie	P	X	2	X	X	X	X	X	Y or N

Full Time, Contract Faculty: a full evaluation package includes the following:

- FORMAL EVALUATION SUMMARY – INCLUDE RECOMMENDATION FOR/STATEMENT OF IMPROVEMENT
- INTIAL CONFERENCE
- PEER EVALUATIONS (2 for Contract and probationary)
- SELF EVALUATION
- MANAGER’S OBSERVATION REPORT
- STATISTICAL & STUDENT COMMENTS
- SYLLABI

This package is submitted for all contract and probationary faculty as well as any evaluations with deficiencies. **For all faculty on tenure track, deliver 2 full sets to the VPI Office.**

Adjuncts: their package will **not include** the following:

- MANAGER’S OBSERVATION REPORT
- STATISTICAL & STUDENT COMMENTS
- SYLLABI

Please remember – NO STAPLES