

Timeline for Temporary Faculty Evaluation

2018-2019

This timeline is specifically for temporary faculty evaluations for the academic year stated above. The timeline is based on Article 14 Evaluation from the MPCTA Collective Bargaining Agreement. This timeline is not designed to include all the detailed information related to evaluations. Refer to the Agreement for complete instructions and information. Correlating section numbers are shown in parentheses.

<i>Timeline for Fall and Spring Tenured Evaluations</i>	<u>No Later Than</u>	By the end of This Week:
<i>Refer to Article 14.3 for Faculty with Less than Semester Length Assignments</i>		
Human Resources notifies Evaluatee, Division Chair, Dean, and Vice President of the need to be evaluated with timelines translated to specific dates. (14.3.2.1)	Fall: August 31, 2018 Spring: Feb 8, 2019	2nd
Committee Members are selected and Evaluatee is informed of selection. (14.3.2.1 and 14.3.2.5.3)	Fall: Sept 7, 2018 Spring: Feb 14, 2019	3rd
Any appeals by the Evaluatee of the choice of peer committee are made to the Academic Senate in writing. (14.3.2.1) Dean notifies Academic Affairs or Student Services and Human Resources of any waivers for faculty with assignments of less than 48 classroom hours. (14.2.3 and 14.3.2.1)	Fall: Sept 14, 2018 Spring: Feb 22, 2019	4th
The Senate resolves any appeals submitted by Evaluatee regarding the peer membership of the Evaluation Committee. (14.3.2.1)	Fall: Sept 28, 2018 Spring: Mar 15, 2019	6th
Student evaluations are administered and Committee Members conduct classroom visits or evaluations of performance of other services. Student evaluations are returned to the appropriate administrative office for processing and analysis; copies of any narrative comments on student evaluations are given to the Chair of the Evaluation Committee. (14.3.2.1, 14.3.2.3 and 14.3.2.5.3)	<i>Between</i> Fall: Oct 1-19, 2018 Spring: Mar 25- Apr 12, 2019	7th – 9th
Written appraisals of classroom visits and, if applicable, written appraisals of evaluations of other services are completed by the evaluators and given to the Committee Members and to the Evaluatee. (14.3.2.1, 14.3.2.3, 14.3.2.4, and 14.3.2.5.3)	Fall: Oct 19, 2018 Spring: Apr 12, 2019	9th
The administrative office responsible for processing the student evaluations returns results to the Chair. Chair shares results with Committee members. Chair provides a copy of statistical summary and a synopsis of the narrative comments to the Evaluatee. (14.3.2.1, 14.3.2.3, 14.3.2.4) Evaluatee provides a self-evaluation to Committee. (14.3.2.1, 14.3.2.5.3.1.2 and Exhibit G-1) Evaluatee provides Committee Members any written responses to the classroom visit appraisals or evaluations of performance of other services. (14.3.2.1 and 14.3.2.6.4) 1 st year temporary faculty provides the Committee with copies of any course handouts; samples of quizzes, tests, assignments, etc; samples of how students' work is evaluated; and if applicable, comparable materials related to the performance of other services.(14.3.2.1 and 14.3.2.5.3.1.2)	Fall: Nov 2, 2018 Spring: April 26, 2019	11th
Evaluatee provides Committee Members any written responses to the summary of results student evaluations. (14.3.2.1 and 14.3.2.6)	Fall: Nov 9, 2017 Spring: May 3, 2018	12th

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<p>Chair meets with Committee and completes the Committee Report. It is decided whether Chair and/or full committee should meet with Evaluatee to discuss the report. Evaluatee is provided a copy of the Committee Report. (14.3.2.1 and 14.3.2.6)</p>	<p>Fall: Nov 16, 2018 Spring: May 10, 2019</p>	<p>13th</p>
<p>Chair and/or the full Committee, meet with Evaluatee to discuss the Committee Report and to sign the Cover Sheet. (14.3.2.1 and 14.3.2.6)</p>	<p>Fall: Nov 30, 2018 Spring: May 24, 2019</p>	<p>15th</p>
<p>Evaluatee may respond in writing to the Committee Report. (14.3.2.6) The Committee Report, including any response by the Evaluatee, is forwarded for review by Division Chair and by a representative from the Evaluatee's department. (14.3.2.7) Committee Chair notifies Office of Human Resources that the evaluation has been completed. (14.3.2.1)</p>	<p>Fall: Dec 14, 2018 Spring: Jun 3, 2019</p>	<p>17th</p>
<p>Evaluatee receives original student evaluation forms with narrative comments, no earlier than the beginning of the semester following the evaluation. (14.3.2.1)</p>	<p>Fall: Feb 22, 2019 Spring: Sept 13, 2019</p>	<p>4th week of the next semester</p>
<p>The review of the Committee Report and Final Report are completed and forwarded to Human Resources to be placed the Evaluatee's personnel file. (14.3.2.1 and 14.3.2.8)</p>	<p>Fall: March 15, 2019 Spring: Sept 27, 2019</p>	<p>6th week of the next semester</p>