

Timeline for Tenure Track Faculty Evaluation

2018-2019

This timeline is specifically for 1st, 2nd, 3rd and 4th year tenure track 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 Semester Evaluations For 1st, 2nd, and 4th Years (3rd year if required by 2nd year evaluation)</i>	<u>No Later Than</u>	By the end of This Week:
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)	August 17, 2018	Flex
Committee Members are selected and Evaluatee is informed of selection. (14.3.2.1 and 14.3.2.5)	August 31, 2018	2nd
Any appeals by the Evaluatee of the choice of peer committee are made to the Academic Senate in writing. (14.3.2.1)	Sept 7, 2018	3rd
The Senate resolves any appeals submitted by Evaluatee regarding the peer membership of the Evaluation Committee. (14.3.2.1)	Sept 28, 2018	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 14.3.2.5.2.2)	<i>Between</i> Oct 1-19, 2018	7 – 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, 14.3.2.4, and 14.3.2.5.2.2)	Oct 19, 2018	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 and 14.3.2.3.1) Evaluatee provides a self-evaluation to Committee. (14.3.2.1, 14.3.2.5.2.2 and Exhibit G-1) First year faculty provides the committee with copies of any course handouts; samples of quizzes, tests, assignment, etc.; samples of how student work is evaluated; and if applicable, comparable materials related to the performance of other services.(14.3.2.1) 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)	Nov 2, 2018	11th
Evaluatee provides Committee Members any written responses to the summary of results student evaluations. (14.3.2.1 and 14.3.2.6.4)	Nov 9, 2018	12th
Chair meets with Committee and completes the Committee Report. It is decided whether Chair, district representative, 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)	Nov 16, 2018	13th

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<i>Timeline for Fall Semester Evaluations For 1st, 2nd, and 4th Years (3rd year if required by 2nd year evaluation)</i>	<i>No Later Than</i>	By the end of This Week:
Chair and District Representative, 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)	Nov 30, 2018	15th
Evaluatee may respond in writing to the Committee Report. (14.3.2.6.4) The Committee Report, including any response by the Evaluatee, is forwarded for review by Division Chair (if not on the committee), Dean, Vice President and Superintendent/President or further action. (14.3.2.7) Committee Chair notifies Office of Human Resources that the evaluation has been completed. (14.3.2.1)	Dec 14, 2018	17th
Evaluatee receives original student evaluation forms with narrative comments, no earlier than the beginning of the semester following the evaluation. (14.3.2.1)	Feb 22, 2019	4th week of the next semester
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) (14.3.2.8)	March 8, 2019	6th week of the next semester

<i>Timeline for Spring Semester Student Evaluations For 1st and 3rd Year Tenure Track</i>	<i>No Later Than</i>	By the end of This Week:
Student evaluations are administered and classroom visits or evaluations of performance of other services are conducted. Student evaluations are returned to the appropriate administrative office for processing and analysis; copies of any narrative comments on student evaluations have been given to the Chair of the Evaluation Committee. (14.3.2.3 and 14.3.2.5.2.2)	Between Mar 25- Apr 12, 2019	7th – 9th
The administrative office responsible for processing the student evaluations returns results to the Committee Chair. Student Evaluations are reviewed by Committee members. Chair provides a copy of statistical summary and a synopsis of the narrative comments to the Evaluatee. (14.3.2.1, and 14.3.2.3)	Apr 26, 2019	11th
Evaluatee provides Committee Members any written responses to the summary of results student evaluations. (14.3.2.1 and 14.3.2.6.4)	May 3, 2019	12th
Chair and Committee Members meet to review student evaluations. (14.3.2.1 and 14.3.2.5.2.2)	May 10, 2019	13th
Committee Chair and District Representative, or the full Committee, meet with Evaluatee to discuss evaluations and any areas of concern. All sign the Cover Sheet. (14.3.2.1, 14.3.2.5.2.2 and 14.3.2.6) 1st year spring evaluations are a component of the 2 nd year evaluation. (14.3.2.5.2)	May 24, 2019	15th
Evaluatee receives original student evaluation forms with narrative comments, no earlier than the beginning of the semester following the evaluation.	Sept 13, 2019	4th week of the next semester