

Timeline for Tenured Faculty Evaluation

2018-2019

This timeline is specifically for tenured 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:
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
Through mutual agreement with their Division Chair/immediate supervisor, tenured faculty have decided whether to be evaluated in Fall or Spring. The decision will be communicated to either the office of Academic Affairs or Student Services as appropriate, and the Office of Human Resources. (14.3.2.1)	August 24, 2018	1st
Committee Members are selected and Evaluatee is informed of selection. (14.3.2.1 and 14.3.2.5)	Fall: Aug 31, 2018 Spring: Feb 8, 2019	2nd
Any appeals by the Evaluatee of the choice of peer committee are made to the Academic Senate in writing. (14.3.2.1)	Fall: Sept 7, 2018 Spring: Feb 14, 2019	3rd
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 14.3.2.5.1.2)	<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 14.3.2.5.1.2)	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, 14.3.2.5.1.2 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)	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, 2018 Spring: May 3, 2019	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)	Fall: Nov 16, 2018 Spring: May 10, 2019	13th

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<p>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)</p>	<p>Fall: Nov 16, 2018 Spring: May 10, 2019</p>	<p>13th</p>
<p>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)</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 (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)</p>	<p>Fall: Dec 14, 2018 Spring: June 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 8, 2019 Spring: Sept 27, 2019</p>	<p>6th week of the next semester</p>