

8.18 EVALUATION TIMETABLE

8.18.1 The date and timelines for the various procedures described in this section are recommendations. Unless there are extenuating circumstances, most procedures may normally be completed before the recommended deadlines.

8.18.2 Non-contract Faculty

8.18.2.1 Notification

By the end of the third week of each semester, the supervising administrator will notify all non-contract faculty due for evaluation that semester.

8.18.2.2 Student Evaluations:

Student evaluations will be completed during the ninth (9th) or tenth (10th) week of the semester.

8.18.2.3 Visitation

The classroom visitation will be completed by the end of the fourteenth week of the semester.

8.18.2.4 Submission

The evaluation will be submitted to the appropriate vice chancellor within three weeks after the semester is completed.

8.18.3 Associate Professors and Professors (Tenured Faculty)

8.18.3.1 Notification

By the end of the fourth (4th) week of each semester, the supervising administrator will notify all tenured faculty due for evaluation the following semester. By the end of the tenth (10th) week of the semester prior to evaluation, the faculty member will notify the supervising administrator if he/she requests an alternative to a classroom visitation by the peer(s).

8.18.3.2 Student Evaluations

For Instructors, student evaluations will be completed during the ninth (9th) or tenth (10th) week of the semester.

For counseling services, a student evaluation form will be distributed to a random sample of 100 students selected from appointments and

walk-ins between the third and ninth week of each semester. Student evaluation of reference librarians shall be conducted at the reference desk on the approved form for one week between the tenth and fifteenth weeks of each semester.

8.18.3.3 Visitations

The classroom visitations, or other observations, will be conducted between the fourth (4th) and the fourteenth (14th) weeks of the semester (inclusive).

8.18.3.4 Conference

The observation(s) and evaluation conferences with the peer(s) and/or the appropriate administrator will be completed within ten (10) days of an observation. Option 2 peer evaluations must be completed by the end of the semester.

8.18.3.5 Submission

The evaluation(s) and suggestion(s) for improvement will be submitted to the appropriate administrator and then to the Human Resources Office within three (3) weeks after the semester is completed.