



2019.20 Contract, Full-time and Grant Funded Faculty Evaluation Timeline

| Fall Semester | |
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| Aug 12 | Flex Day Faculty Evaluation Committee Meeting |
| August 13 | Orientation Meeting for New Faculty |
| September 6 | First Meeting Completed - 1 st Meeting Form - Confidentiality Agreement - Syllabus Checklist |
| Weeks 5 – 12 | Tasks to complete for 2 nd Meeting: - 2 Peer Review (<i>Sept. 8 – Oct. 4</i>) - 1 Peer Observation completed (<i>Sept. 18 – Nov. 1</i>) - 2 classes for Student Evaluations (<i>Oct. 7 –25</i>) |
| November 15 | Second Meeting Completed - 2 nd Meeting form - Tenure Recommendation (<i>Contract III Year 2 only</i>) |
| December 10 | The Academic Senate Second Vice President will forward all required materials to the Vice President of Instruction by this date. |

| Spring Semester (<i>Not Required of Contract III Year 2 Evaluatees</i>) | |
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| February 14 | Third Meeting Completed - 3 rd Meeting form |
| Weeks 5-12 | Tasks to complete for 4 th Meeting: - 1 Peer Review completed (<i>Feb. 17 – Mar. 13</i>) - 2 Peer Observations completed (<i>Feb. 17 – Apr. 17</i>) - 1 class for Student Evaluations completed (<i>Mar. 16 – Apr. 3</i>) - Self-Evaluation completed (<i>Apr. 17</i>) |
| May 8 | Fourth (Final) Meeting - Fourth (Final) meeting form |