



NAPA VALLEY COLLEGE
2019.20 Tenured Faculty Evaluation Timeline

| Fall Semester | |
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| Tuesday, August 13 | Flex Day: Orientation Meeting for Evaluatee and Coach. <ul style="list-style-type: none"> - Self-Evaluation Survey (SES) distributed - Program/Class data distributed - Syllabus checklist distributed. <ul style="list-style-type: none"> o Review and Discuss Syllabi |
| Friday, September 13 | First Meeting Completed |
| Friday, September 20 | First Meeting form DUE to AS Office <ul style="list-style-type: none"> - First meeting forms include setting dates for Student Evaluations, no later than Friday October 18 - Send student evaluations forms to AS Office immediately after they are completed by students. |
| Friday, October 18 | Completed Student Evaluation forms sent to the AS Office no later than this date. |
| Friday, December 6 | Second Meeting Form Completed <ul style="list-style-type: none"> - Meeting Form DUE to AS Office by this date. |
| Spring Semester | |
| Friday, February 7 | Third Meeting Completed <ul style="list-style-type: none"> - Form DUE to AS office Rm 1771 - Third Meeting form sets up peer observations and professional development as outlined below. |
| Friday, March 27 | One Peer Observation by Coach Completed <ul style="list-style-type: none"> - Teaching Form - Counseling Form - Online Class Form Prof Devl Completed (Options Below- Choose 2) <ul style="list-style-type: none"> - Observe another faculty member's course - Additional peer observation(s) - Trainings - Workshops - Additional student evaluations - Other options as approved by AS VP II |
| Friday, April 3 | Final Meeting between Evaluatee and Coach completed <ul style="list-style-type: none"> - Please submit form to AS Office immediately, but no later than the date noted below. |
| Friday, April 17 | Final Meeting form DUE to AS Office |
| Friday, May 1 | AS VP II will forward Final Evaluation Reports to the appropriate vice-president. |