

# Regular Faculty Evaluation Timelines

## 2023-2024 FALL SEMESTER

See: Article 14A: Regular Faculty Evaluations

**DC = Department Chair; SA = Supervising Administrator / Dates not specified as “mandatory” are recommended**

<b>Week 2</b> By <b>8/25/23</b>	<b>Mandatory Deadlines:</b> The Office of the Dean of Academic Affairs: <ul style="list-style-type: none"> <li>Notifies DCs and SAs of Regular faculty who are due for evaluation during 2023-2024.</li> <li>Notifies, via District email letter and instructions, all Regular Faculty members who are due for evaluation during 2023-2024 and provides a link to evaluation forms.</li> </ul>
<b>Week 3</b> By 9/1/23	<ul style="list-style-type: none"> <li>Deadline for all 2023-2024 evaluatees to request a non-department peer (email preferred, followed by a signed copy of the request form). Requests submitted after this date will be denied.</li> <li>The DC (or evaluation committee) assigns a department peer from the rotation list and informs the evaluatee, who has the right to reject one department peer. <i>(Note: DCs will assign regular faculty evaluatees to either a fall or spring evaluation.)</i></li> <li>Requests for a non-department peer must be made <b>no later the end of Week 3 of the fall semester (9/1/23)</b>, regardless of whether the evaluation is scheduled for fall or spring. Requests submitted after this date will be denied.</li> </ul>
<b>Week 4</b> By 9/8/23	<ul style="list-style-type: none"> <li>If the evaluatee rejects the department peer selected from the rotation list, the DC selects the next available peer from the rotation list and informs the evaluatee. Evaluatee has no further right to reject a peer.</li> <li>The DC and SA consult and deliberate about all regular evaluations in the department and determine if the department chair will observe and whether the SA will request to observe any of them. (See Article 14A, Section. 14A.09A)</li> <li>The DC notifies evaluatee of evaluation team members (exception: non-department peer request—see below), including who will observe (email notification preferred).</li> <li>The DC informs the department peer of the evaluation team assignment.</li> <li>The DC and SA determine if classified staff input is desired for any evaluations and plan to distribute those feedback forms. The feedback forms must have TREG approval in advance. (Article 14.03.C.1.c)</li> </ul>
<b>Week 5</b> By 9/15/23	<b>Mandatory Deadline:</b> Evaluatee submits to the DC (email preferred) the following documents: Self-Assessment Report, course syllabi and instructional/allied schedule. <b><i>This is a mandatory deadline.</i></b> <ul style="list-style-type: none"> <li>The Dean of Academic Affairs coordinates the selection of non-department peers and notifies evaluatees and members of the evaluation teams.</li> <li>The DC assures that a file for evaluation materials is created and maintained in a confidential manner.</li> </ul>
<b>Week 6</b> By 9/21/23	<ul style="list-style-type: none"> <li>The DC sends copies of syllabi, schedule, and self-assessment to peer observer and SA (email preferred).</li> <li>The SA provides the Dean of Academic Affairs with a list of peer observers assigned to evaluatees, as well as which members of the team will observe.</li> </ul>
<b>Weeks 6-11</b> 9/21/23 to 10/27/23	<ul style="list-style-type: none"> <li>Each observer contacts evaluatee to arrange a mutually agreeable time to observe.</li> <li>Each observer conducts an observation and collects <i>Student Evaluation Forms</i>.</li> <li>The DC and support staff tabulate student evaluations and return a summary of the tabulated evaluations to the observer.</li> </ul>

<b>Week 12</b> By 11/3/23	<ul style="list-style-type: none"> <li>Each observer meets or confers with evaluatee to discuss the <i>Observation Report</i>, including the narrative and summary of student comments. The <i>Observation Report</i> may be shared by paper copy, email, or FAX, and the conference may occur in person, by telephone, by email, or other appropriate means of communication. When using email or FAX, the observer should save a copy of the transmission as evidence of communication.</li> <li>Each observer sends a copy of the <i>Observation Report</i>, including the summary of student evaluations, to the other members of the team (email preferred).</li> <li>The observer signs the original <i>Observation Report</i> and sends it to the department chair.</li> </ul>
<b>Week 13</b> By 11/8/23	<ul style="list-style-type: none"> <li>All members of the team confer about rating for student-related duties. Evidence about student-related duties, such as student concerns or complaints brought to the attention of, and verified by, the department chair or S.A. may be included in the deliberation.</li> <li>The DC and SA confer to assign a rating for District/department service, professional development, and other required duties. For efficiency, DCs and SAs may discuss all regular faculty evaluations at the same time.</li> <li>The DC completes the <i>Final Report</i> form, designating a rating for each category, and circulates it for signature by each member of the team.</li> <li>If a “needs improvement” rating is considered in the student-related category, all three members of the team will confer, reach conclusions about recommendations and follow-up, and designate one member to write the narrative for the <i>Final Report</i>.</li> <li>A narrative is required when a “needs improvement” rating is given in any category. A brief narrative is required to describe follow-up required for a “satisfactory, with minor improvement needed” rating.</li> <li>If there is no agreement on the final ratings, one or more members may write a <i>Minority Report</i>.</li> </ul>
<b>Week 14</b> By 11/17/23	If any team member writes a <i>Minority Report</i> , it is due no later than five (5) working days after ratings have been determined on the <i>Final Report</i> .
<b>Week 16</b> By 12/1/23	<p><b>Mandatory Deadline:</b></p> <ul style="list-style-type: none"> <li>The <i>Observation Report(s)</i>, <i>Final Report</i> and any <i>Minority Report(s)</i> are ready for evaluatee to review and sign.</li> <li>If all categories are rated “satisfactory,” including “satisfactory with minor improvement needed,” the DC meets or confers with the evaluatee to review and sign the <i>Observation Report(s)</i>, the <i>Final Report</i> and any <i>Minority Report(s)</i>.</li> <li>If any category is rated “improvement needed,” the DC forwards the evaluation file to the SA, who meets with the evaluatee to review and sign the <i>Observation Report(s)</i>, the <i>Final Report</i> and any <i>Minority Reports</i>. The DC may choose to participate in that meeting.</li> <li>The evaluatee has ten (10) working days to respond in writing to the <i>Observation Report(s)</i>, the <i>Final Report</i> and any <i>Minority Report(s)</i>. The evaluatee’s response will be included in the evaluation file.</li> </ul>
<b>End of Semester</b> By 12/15/23	<ul style="list-style-type: none"> <li>The department chair forwards any remaining evaluation files to the SA.</li> <li>The SA’s office verifies that evaluation files are complete and sends files to the Office of the Dean of Academic Affairs.</li> </ul>

## Regular Faculty Evaluation Timelines

## 2023-2024 SPRING SEMESTER

See: Article 14A: Regular Faculty Evaluations

**DC = Department Chair; SA = Supervising Administrator / Dates not specified as “mandatory” are recommended  
Weeks are weeks of instruction. Spring break is excluded**

<b>Week 2</b> By 1/26/24	<b>Mandatory Deadlines:</b> The Office of the Dean of Academic Affairs: <ul style="list-style-type: none"> <li>• Notifies DCs and SAs of Regular faculty who are due for evaluation during 2022-2023.</li> <li>• Notifies, via District email letter and instructions, all Regular Faculty members who are due for evaluation during 2022-2023 and provides a link to evaluation forms.</li> </ul>
<b>Week 4</b> By 2/9/24	<ul style="list-style-type: none"> <li>• If the evaluatee rejects the department peer selected from the rotation list, the DC selects the next available peer from the rotation list and informs the evaluatee. Evaluatee has no further right to reject a peer.</li> <li>• The DC and SA consult and deliberate about all regular evaluations in the department and determine if the department chair will observe and whether the SA will request to observe any of them. (See Article 14A, Section. 14A.09A)</li> <li>• The DC notifies evaluatee of evaluation team members (exception: non-department peer request—see below), including who will observe (email notification preferred).</li> <li>• The DC informs the department peer of the evaluation team assignment.</li> <li>• The DC and SA determine if classified staff input is desired for any evaluations and plan to distribute those feedback forms. The feedback forms must have TREG approval in advance. (Article 14.03.C.1.c)</li> </ul>
<b>Week 5</b> By 2/14/24	<b>Mandatory Deadline:</b> Evaluatee submits to the DC (email preferred) the following documents: Self-Assessment Report, course syllabi and instructional/allied schedule. <b><i>This is a mandatory deadline.</i></b> <ul style="list-style-type: none"> <li>• The Dean of Academic Affairs coordinates the selection of non-department peers and notifies evaluatees and members of the evaluation teams.</li> <li>• The DC assures that a file for evaluation materials is created and maintained in a confidential manner.</li> </ul>
<b>Week 6</b> By 2/23/24	<ul style="list-style-type: none"> <li>• The DC sends copies of syllabi, schedule, and self-assessment to peer observer and SA (email preferred).</li> <li>• The SA provides the Dean of Academic Affairs with a list of peer observers assigned to evaluatees, as well as which members of the team will observe.</li> </ul>
<b>Weeks 6-11</b> 2/23/24 to 4/5/24	<ul style="list-style-type: none"> <li>• Each observer contacts evaluatee to arrange a mutually agreeable time to observe.</li> <li>• Each observer conducts an observation and collects <i>Student Evaluation Forms</i>.</li> <li>• The DC and support staff tabulate student evaluations and return a summary of the tabulated evaluations to the observer.</li> </ul>
<b>Week 12</b> By 4/12/24	<ul style="list-style-type: none"> <li>• Each observer meets or confers with evaluatee to discuss the <i>Observation Report</i>, including the narrative and summary of student comments. The <i>Observation Report</i> may be shared by paper copy, email, or FAX, and the conference may occur in person, by telephone, by email, or other appropriate means of communication. When using email or FAX, the observer should save a copy of the transmission as evidence of communication.</li> <li>• Each observer sends a copy of the <i>Observation Report</i>, including the summary of student evaluations, to the other members of the team (email preferred).</li> <li>• The observer signs the original <i>Observation Report</i> and sends it to the department chair.</li> </ul>

<b>Week 13</b> By 4/19/24	<ul style="list-style-type: none"> <li>• All members of the team confer about rating for student-related duties. Evidence about student-related duties, such as student concerns or complaints brought to the attention of, and verified by, the department chair or S.A. may be included in the deliberation.</li> <li>• The DC and SA confer to assign a rating for District/department service, professional development, and other required duties. For efficiency, DCs and SAs may discuss all regular faculty evaluations at the same time.</li> <li>• The DC completes the <i>Final Report</i> form, designating a rating for each category, and circulates it for signature by each member of the team.</li> <li>• If a “needs improvement” rating is considered in the student-related category, all three members of the team will confer, reach conclusions about recommendations and follow-up, and designate one member to write the narrative for the <i>Final Report</i>.</li> <li>• A narrative is required when a “needs improvement” rating is given in any category. A brief narrative is required to describe follow-up required for a “satisfactory, with minor improvement needed” rating.</li> <li>• If there is no agreement on the final ratings, one or more members may write a <i>Minority Report</i>.</li> </ul>
<b>Week 14</b> By 4/26/24	<p>If any team member writes a <i>Minority Report</i>, it is due no later than five (5) working days after ratings have been determined on the <i>Final Report</i>.</p>
<b>Week 16</b> By 5/10/24	<p><b>Mandatory Deadline:</b></p> <ul style="list-style-type: none"> <li>• The <i>Observation Report(s)</i>, <i>Final Report</i> and any <i>Minority Report(s)</i> are ready for evaluatee to review and sign.</li> <li>• If all categories are rated “satisfactory,” including “satisfactory with minor improvement needed,” the DC meets or confers with the evaluatee to review and sign the <i>Observation Report(s)</i>, the <i>Final Report</i> and any <i>Minority Report(s)</i>.</li> <li>• If any category is rated “improvement needed,” the DC forwards the evaluation file to the SA, who meets with the evaluatee to review and sign the <i>Observation Report(s)</i>, the <i>Final Report</i> and any <i>Minority Reports</i>. The DC may choose to participate in that meeting.</li> <li>• The evaluatee has ten (10) working days to respond in writing to the <i>Observation Report(s)</i>, the <i>Final Report</i> and any <i>Minority Report(s)</i>. The evaluatee’s response will be included in the evaluation file.</li> </ul>
<b>End of Semester</b> By 5/24/24	<ul style="list-style-type: none"> <li>• The department chair forwards any remaining evaluation files to the SA.</li> <li>• The SA’s office verifies that evaluation files are complete and sends files to the Office of the Dean of Academic Affairs.</li> </ul>