

**ARTICLE 19—EVALUATION**  
**SUGGESTED EVALUATION PLAN TIME TABLE AND WORKSHEET**  
**COMPREHENSIVE EVALUATION OF TENURED FACULTY MEMBER**

Name of Evaluatee:	Employee Number:
Evaluation Process Start Date:	Tenured Faculty Member:
Department:	Evaluation Committee Chair:

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
1	<b>1</b>	First Day of semester	Begin Comprehensive Evaluation Process as per Article 19.	Faculty member evaluation cycle, request or chair request initiates comprehensive evaluation process
2	<b>4</b>		President's designee appoints peer review committee (Art. 19.H.1)  <b>Committee Composition:</b> <ul style="list-style-type: none"> <li>■ Department chair or designee (tenured)-voting</li> <li>■ Department designee (tenured)-voting</li> <li>■ Faculty member's designee (tenured)-voting</li> <li>■ VP Designee non-voting</li> </ul>	President Appoints Committee:  Department Chair: (Voting) _____  Department Designee: (Voting) _____  Evaluatee Designee: (Voting) _____  Administrative Designee: (Non-voting) _____

**ARTICLE 19—EVALUATION (CONTINUED)**

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
3	<b>5</b>		<p>Committee convenes to:</p> <ol style="list-style-type: none"> <li>1. Elect a chair from tenured faculty reps. (Art. 19.H.2)</li> <li>2. Develop plan for evaluation process.</li> <li>3. Determine needed materials from faculty member, e.g.: syllabi, sample assignments, handouts, and exams.</li> <li>4. Determine what data to be collected, such as student evaluations, classroom observations, etc.</li> <li>5. Determine how and who will collect data.</li> <li>6. Agree on time line to conduct process.</li> </ol>	<p><input type="checkbox"/> Committee Chair Elected: (name)</p> <p><input type="checkbox"/> Plan developed—set dates.</p> <p><b>Material requested for Portfolio:</b></p> <p><input type="checkbox"/> Self-evaluation</p> <p><input type="checkbox"/> Syllabi—all classes</p> <p><input type="checkbox"/> Sample assignments</p> <p><input type="checkbox"/> Sample handouts</p> <p><input type="checkbox"/> Sample exams</p> <p><b>Other items, if any (describe)</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Data to be collected:</b></p> <p><input type="checkbox"/> Student evaluations (Required- Article 19.G.4)</p> <p><input type="checkbox"/> Classroom observations (Required- Article 19.G.5)</p> <p><b>Other data, if any (describe)</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Time Line/Tasks</b></p> <p><input type="checkbox"/> Who will collect data: _____</p> <p>_____</p> <p><input type="checkbox"/> How will data be collected: _____</p> <p>_____</p>

## ARTICLE 19—EVALUATION (CONTINUED)

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
4	<b>6</b>		Committee meets with faculty member to review process as outlined in step 3.	Meeting with Evaluee to review plan:  Date: _____  Signed: _____ (Evaluee)  Signed: _____ (Committee chair)
5	<b>6</b>		Committee finalizes plan after review by faculty member.	Plan sent by committee chair to faculty member:  Date: _____
6	<b>7</b>		Committee sends final plan to Vice President.	Plan sent by committee chair to Vice President:  Date: _____
7	<b>8</b>		Data gathering commences.	Committee completes data gathering:  Date: _____
8	<b>12</b>		Committee compiles all data and completes summary then shares it with the faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president.	Committee shares summary with Evaluee:  Date: _____  Evaluee signs review:  Date: (10 days max.) _____
9	<b>14</b>		Vice President reviews and signs off after comments and changes, if any, addressed by the committee. All evaluation materials filed with VP or designee.	Vice President Approval: _____  Date: _____

**ARTICLE 19—EVALUATION (CONTINUED)**

STEP	FALL/SPRING TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
10	<b>15</b>		VP forwards completed evaluation to faculty member who may elect to add a written statement.	Final Evaluation sent to Evaluee: Date: _____
11	<b>16</b>		VP adds completed evaluation to faculty member's official personnel file (district office).	Final Evaluation sent to Evaluee's personnel file: Date: _____
			If Administrative Evaluation is needed it should commence no later than the 3 <sup>rd</sup> week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.	Further action:
12	<b>Spring</b>	Mar. 15	Board of Trustees action on faculty status for next year.	BOT action: