



**First and Second Year Faculty Evaluation
Timeline New Process for 2024-2025
At a-Glance**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
First & Second Year – Fall 2024									
HR Orientation	9/13/24								
Evaluation Committee Meeting	9/20/24								
Student Evaluation Distribution	9/22/24			12/02/24					
Committee or Department Chair Meets With Evaluatee	9/27/24								
Professionalism & Observation or Service Observation Form Completion			11/15/24						
Evaluation Conference			11/22/24						
Student Evaluation Results available online				12/06/24					
Self-Evaluation due				12/06/24					
Evaluation file materials due to Chair				12/06/24					
Committee Meets with Evaluatee				12/13/24					
Evaluation File Due to HR				12/17/24					
First & Second Year - Spring 2025									
Optional Written Response to Overall Rating or Appeal						2/21/25			
Supt/President review recommendations of committee or appeal, if applicable, & make recommendations						3/03/25			
If applicable, decision and rationale to Evaluatee re: Appeal							3/07/25		
Student Evaluation Distribution							3/08/25		5/30/25
Committee meets with Evaluatee re Goals and Objectives & discuss need for additional observations							4/04/25		
Evaluatee submit plan for professional development to Chair									5/16/25
Student Evaluation Results available online									6/06/25

Note: March 11th deadline - If not re-electing first, second, third or fourth year faculty member, they must be notified by HR



**Fourth Year Faculty Evaluation Timeline
New Process for 2024-2025
At-a-Glance**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Fourth Year – Fall 2024									
HR Orientation	9/13/24								
Evaluation Committee Meeting	9/20/24								
Student Evaluation Distribution	9/23/24				12/02/24				
Committee or Department Chair Meets With Evaluatee	9/27/24								
Professionalism & Observation or Service Observation Form Completion			11/15/24						
Evaluation Conference			11/22/24						
Student Evaluation Results available online					12/06/24				
Self-Evaluation due (include Revised Plan of Professional Development)					12/06/24				
Evaluation file materials due to Chair					12/06/24				
Committee Meets with Evaluatee					12/13/24				
Evaluation File Due to HR					12/17/24				
Fourth Year - Spring 2025									
Evaluatee may appeal recommendation						2/21/25			
Superintendent/President review and recommendation to the Board of Trustees						3/03/25			
Student Evaluation Distribution							3/08/25		5/30/25
Evaluatee must be notified if non re-employment is recommended							3/11/25		
Student Evaluation Results available online									6/06/25

Note 1: March 11th deadline - If not re-electing first, second, third or fourth year faculty member, they must be notified by HR



**Tenured Faculty Evaluation Timeline
New Process for 2024-2024
At-a-Glance**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Tenured Faculty – Fall 2024									
HR Orientation	9/13/24								
Student Evaluation Distribution	9/23/24				12/02/24				
Preliminary evaluation Conference with Evaluatee	9/27/24								
Self-Evaluation due			11/01/24						
Observation/Professionalism Form Due			11/15/24						
Completion of Individual Conference with Evaluatee			11/22/24						
Student Evaluation Results available online					12/06/24				
Conference with Evaluatee					12/13/24				

Note: Peer or requested Panel every three (3) years. Committee/Panel required every nine (9) years.

The Evaluation Timeline (FALL 2024)

The timeline below assumes a regular sixteen-week semester assignment. For assignments scheduled with a different length, the timeline shall be proportionally adjusted.

1. End of Week Five: (SEP 27) The Department Chair or Faculty leader notifies the part-time faculty member of the evaluation and notifies the Evaluatee in writing of the materials that the evaluatee needs to submit for the evaluation file. The Department Chair or Faculty leader shall inform the Evaluatee of the need to provide online classroom access, if applicable.

➤ *For classes meeting the following: Weeks 1 – 8: Sept. 13, Weeks 9 – 16: Nov. 8*

2. End of Week Eight: (OCT 18) An effort will be made to select an Evaluator and notify the Evaluatee of this selection with the recognition that certain unforeseen circumstances may result in substitutions, as necessary.

➤ *For classes meeting the following: Weeks 1 - 8: Sep. 20, Weeks 9 – 16: Nov. 15*

3. End of Week Ten: (NOV 1) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Sep. 27, Weeks 9 – 16: Nov. 22*

4. End of Week Twelve: (NOV 15) Deadline for Student Evaluations to be submitted to MIS for processing, unless your class meets weeks 9 – 16. If the latter applies to you, the deadline is November 27th.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 4, Weeks 9 – 16: Dec. 2*

5. End of Week Fourteen: (DEC 2) Deadline for completing and filing of all Evaluation File materials.

Student evaluation results (numerical only) given to evaluator (if evaluator is not the chair).

PROVIDE EVALUATEE WITH FULL COPY OF EVALUATION AT LEAST 48 HOURS PRIOR TO CONFERENCE.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 11, Weeks 9 – 16: Dec. 6*

6. End of Week Sixteen: (DEC 13) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 18, Weeks 9 – 16: Dec. 13*

7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

BY DECEMBER 17TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS

The Evaluation Timeline (SPRING 2025)

The timeline below assumes a regular sixteen-week semester assignment. For assignments scheduled with a different length, the timeline shall be proportionally adjusted.

1. End of Week Five: (MAR 21) The Department Chair or Faculty leader notifies the part-time faculty member of the evaluation and notifies the Evaluatee in writing of the materials that the evaluatee needs to submit for the evaluation file. The Department Chair or Faculty leader shall inform the Evaluatee of the need to provide online classroom access, if applicable.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 7, Weeks 9 – 16: May 9*

2. End of Week Eight: (APR 11) An effort will be made to select an Evaluator and notify the Evaluatee of this selection with the recognition that certain unforeseen circumstances may result in substitutions, as necessary.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 14, Weeks 9 – 16: May 16*

3. End of Week Ten: (MAY 2) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 21, Weeks 9 – 16: May 23*

4. End of Week Twelve: (MAY 16) Deadline for Student Evaluations to be submitted to MIS for processing, unless your class meets weeks 9 – 16. If the latter applies to you, the deadline is May 28th.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 28, Weeks 9 – 16: May 30*

5. End of Week Fourteen: (MAY 30) Deadline for completing and filing of all Evaluation File materials.

Student evaluation results (numerical only) given to evaluator (if evaluator is not the chair).

PROVIDE EVALUATEE WITH FULL COPY OF EVALUATION AT LEAST 48 HOURS PRIOR TO CONFERENCE.

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 4, Weeks 9 – 16: June 6*

6. End of Week Sixteen: (JUN 13) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 11, Weeks 9 – 16: June 13*

7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

BY JUNE 17TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS