

## The Evaluation Timeline (FALL 2023)

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 29) 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. 15, Weeks 9 – 16: Nov. 10*

2. End of Week Eight: (OCT 20) 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. 22, Weeks 9 – 16: Nov. 17*

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

➤ *For classes meeting the following: Weeks 1 – 8: Sep. 29, Weeks 9 – 16: Nov. 24*

4. End of Week Twelve: (NOV 17) 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 29th.

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

5. End of Week Fourteen: (DEC 1) 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. 13, Weeks 9 – 16: Dec. 8*

6. End of Week Sixteen: (DEC 15) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 20, Weeks 9 – 16: Dec. 15*

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

***BY DECEMBER 19TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS***

## The Evaluation Timeline (SPRING 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: (MAR 15) 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. 1, Weeks 9 – 16: May 3*

2. End of Week Eight: (APR 5) 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. 8, Weeks 9 – 16: May 10*

3. End of Week Ten: (APR 26) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 15, Weeks 9 – 16: May 17*

4. End of Week Twelve: (MAY 10) 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 22nd.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 22, Weeks 9 – 16: May 24*

5. End of Week Fourteen: (MAY 24) 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: Mar. 29, Weeks 9 – 16: May 31*

6. End of Week Sixteen: (JUN 7) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 5, Weeks 9 – 16: June 7*

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

***BY JUNE 11TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS***