2018–2019
Faculty Evaluation Timelines for Submitting Materials to the Vice President of Instruction

Tenured–Track Faculty Evaluations—FALL SEMESTER ONLY (Contract I–IV)
1. Names of Tenure-Track Evaluation Committee Members
   (Needs to be approved by Academic Senate)
2. Names of Tenure-Track Faculty being Evaluated (CONTRACT I–IV)
3. Contract status for Faculty being Evaluated

Items 1–3 are DUE to Angelica Mendoza by SEPTEMBER 7, 2018

COMPLETED AND SIGNED TENURE-TRACK FACULTY EVALUATION PACKET DUE TO ANGELICA MENDOZA BY DECEMBER 7, 2018

Tenured Faculty Evaluations—SPRING SEMESTER ONLY (Peer Review)
1. Names of Division Tenured Faculty Evaluation Committee Members
   (Needs to be approved by Academic Senate)
2. Names of Tenured Faculty being Evaluated
3. Type of Evaluation (Standard or Comprehensive)

Items 1–3 are DUE to Angelica Mendoza by FEBRUARY 8, 2019

COMPLETED AND SIGNED TENURED FACULTY EVALUATION PACKET DUE TO ANGELICA MENDOZA BY MAY 10, 2019

Adjunct & Grant Funded Faculty Evaluations—FALL AND SPRING SEMESTER
1. Name of Peer Evaluator for each Adjunct Evaluatee
2. Names of Adjunct Faculty being Evaluated

Items 1–2 are DUE to Angelica Mendoza by FALL: SEPTEMBER 7, 2018 & SPRING: FEBRUARY 8, 2019

COMPLETED AND SIGNED ADJUNCT & GRANT FUNDED FACULTY EVALUATION PACKET DUE TO ANGELICA MENDOZA BY FALL: DECEMBER 7, 2018 & SPRING: MAY 10, 2019

A copy of all documents should be kept in the Division Office.
EVALUATION PROCEDURES & FORMS LINK: www.smccd.edu/evaluation-procedures/
ADJUNCT EVALUATION TIMELINE – FALL 2018

INITIAL MEETING
No later than September 7
Evaluees and evaluators meet with the Dean to discuss objectives and expectations.

STUDENT SURVEYS
No later than October 19
Evaluators must administer student questionnaires by the end of week 10.

PORTFOLIO & SELF-ASSESSMENT
No later than October 26
Evaluees submit portfolios and mandatory self-assessments to the Division Office.

CLASSROOM OBSERVATIONS
No later than November 2
Evaluators must complete classroom observations by week 12.
Evaluator discusses her/his classroom observation, portfolio, self-assessment and overview of student questioners with evaluee no later than November 2.
*If observations are unsatisfactory, evaluators immediately inform the Dean.

DEAN ASSESMENT
No later than November 9
Dean is responsible for completing “Dean/Responsible Administrator’s Assessment of Non-Teaching Responsibilities” form.

FINAL MEETING
No later than December 7
Evaluees and evaluators meet with the Dean to discuss recommendations.

To download evaluation forms, visit http://bit.ly/2udUG3e
TENURE-TRACK EVALUATION TIMELINE – FALL 2018

INITIAL MEETING
No later than September 7
Evaluees and Tenure-Track Committee meet with the Dean to discuss objectives and expectations.

STUDENT SURVEYS
No later than October 19
Evaluators must administer student questionnaires by the end of week 10.

PORTFOLIO
No later than October 26
Evaluees submit portfolios to the Division Office.

SELF-ASSESSMENT
No later than November 2
Evaluees submit mandatory self-assessments to the Division Office.

CLASSROOM OBSERVATIONS
No later than November 2
Evaluators must complete classroom observations by week 12. Each committee member observes and reports on her/his observations to the evaluatee within 10 workdays of the observation. *If observations are unsatisfactory, evaluators immediately inform the Dean.

DEAN ASSESSMENT
No later than November 9
Dean is responsible for completing “Dean/Responsible Administrator’s Assessment of Non-Teaching Responsibilities” form.

FINAL MEETING
No later than December 7
Evaluees and Tenure-Track Committee meet with the Dean to discuss recommendations.

To download evaluation forms, visit http://bit.ly/2udUG3e