

**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:	<b>Tenured Faculty Member:</b>
Department:	Evaluation Committee Chair:

STEP	DUE DATE	ACTION	TASK & RESPONSIBLE PARTY
1	Nov 14	Begin Comprehensive Evaluation Process as per Article 19.	Faculty member evaluation cycle, request or chair request initiatives comprehensive evaluation process
2	Nov 27	President's designee (usually VP) appoints peer review committee (Art. 19. G.1)  Committee Composition: * Department chair or designee (tenured) –voting * Department designee (tenured) – voting * Faculty member’s designee (tenured) – voting * VP Designee (usually department dean) – non-voting	Vice President Appoints Committee:  Department Chair: (Voting) _____ Department Designee: (Voting) _____ Evaluatee Designee: (Voting) _____ Administrative Designee: (Non-Voting) _____
3	Nov 30	Committee convenes to:  1. Elect a chair from tenured faculty reps. (Art. 19.G.2)	<input type="checkbox"/> Committee Chair Elected: (name)

STEP	DUE DATE	ACTION	TASK & RESPONSIBLE PARTY
		<p>2. Develop plan for evaluation process.</p> <p>3. Determine needed materials from faculty members, e.g.: syllabi, sample assignments, handouts, and exams.</p> <p>4. Determine what data to be collected, such as student evaluations, classroom observations, etc.</p> <p>5. Determine how and who will collect data.</p> <p>6. Agree on time line to conduct process.</p>	<p><input type="checkbox"/> Plan developed - set dates</p> <p>Material requested for Portfolio:</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>Other items, if any (describe)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Data to be collected:</p> <p><input type="checkbox"/> Student evaluations</p> <p><input type="checkbox"/> Classroom observations</p> <p>Other data, if any (describe)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Time Line/Tasks</p> <p><input type="checkbox"/> Who will collect data: _____</p> <p>_____</p> <p><input type="checkbox"/> How will data be collected _____</p>
4	Dec 8	Committee meets with faculty member to review process as outlined in step 3.	<p>Meeting with Evaluatee to review plan:</p> <p>Date: _____</p> <p>Signed: _____ (Evaluatee)</p> <p>Signed: _____ (Committee chair)</p>
5	Dec 11	Committee finalizes plan after review by faculty member.	<p>Plan sent by committee chair to faculty member:</p> <p>Date: _____</p>

STEP	DUE DATE	ACTION	TASK & RESPONSIBLE PARTY
6	Dec 11	Committee sends final plan to Vice President.	Plan sent by committee chair to Vice President: Date: _____
7	Dec 11	Date gathering commences.	Committee completes data gathering: Date: _____
8	Mar 2	Committee compiles all data and completes summary then shares it with the faculty member who has 5 days to comment before all is forwarded to the Vice President.	Committee shares summary with Evaluatee: Date: _____ Evaluatee signs review: Date: (5 days max.) _____
9	Mar 9	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: _____
10	Mar 23	VP forwards completed evaluation to faculty member who may elect to add a written statement.	Final Evaluation sent to Evaluatee: Date: _____
11	Mar 30	VP adds completed evaluation to faculty member's official personnel file (district office).	Final Evaluation sent to Evaluatee's personnel file: Date: _____