

STEP	DUE DATE	ACTION	TASK & RESPONSIBLE PARTY
		<p>3. Determine needed materials from contract 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>Material requested for Portfolio:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-evaluation <input type="checkbox"/> Syllabi - all classes <input type="checkbox"/> Sample assignments <input type="checkbox"/> Sample handouts <input type="checkbox"/> Sample exams <p>Other items, if any (describe)</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p>Data to be collected:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student evaluations <input type="checkbox"/> Classroom observations <p>Other data, if any (describe)</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p>Time Line/Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who will collect data: _____ _____ <input type="checkbox"/> How will data be collected _____ _____
4	Dec 8	Committee meets with contract 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 sends plan, reviewed by contract faculty member, to Vice President.	<p>Plan sent by committee chair to Vice President:</p> <p>Date: _____</p>

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6	Dec 11	After Vice President approves plan and returns it to the committee, the evaluation continues.	Approved by Vice President: Date: _____ Signed: _____
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 contract faculty member who has 5 days to comment before all is forwarded to the Vice President.	Committee shares summary with Evaluee: Date: _____ Evaluee signs review: Date: (5 days max.) _____
9	Mar 9	Vice President reviews and signs off and completes evaluation. Comments and changes, if any, addressed by the committee. Portfolio with all data established to be carried through all 4 prob. Years.	Vice President Approval: _____ Date: _____
10	Mar 23	Completed evaluation forwarded to the contract faculty member who may elect to add a written statement.	Final Evaluation sent to Evaluee: Date: _____
11	Mar 23	Process is complete and recommendation is made as to status of next probationary contract.	<input type="checkbox"/> Contract Offered: Year <u> 2 </u> <u> 3-4 </u> tenure <input type="checkbox"/> Contract Not Offered: Year <u> 2 </u> <u> 3-4 </u> tenure