

# Faculty Evaluation Procedure

**Evaluatee:**

**Department:**

**Dept. Chair:**

**Evaluators:**

**Ext.:**

\_\_\_\_\_  Chair  
 \_\_\_\_\_  Chair  
 \_\_\_\_\_  Chair  
 \_\_\_\_\_  Chair

PROCESS	Complete By:	Actual Completion:
<p>1. Department Chair notifies area Dean of PRC membership.</p> <p>1. Department evaluators convene PRC meeting to select writer/Chair.</p> <p>Chair of the Evaluation Committee obtains materials from the Office of Instruction.</p> <p>1. Chair convenes organizational meeting.                      2. PRC conducts pre-evaluation conference with evaluatee.                      3. Observation date(s) are selected.                      4. Prior to observation, evaluatee completes Observation Information Sheet.                      5. Observations are conducted.                      6. Evaluators complete Classroom Observation Forms.                      7. Each evaluator conducts an individual follow-up conference with evaluatee within two weeks of observation.</p> <p>Individual student evaluations are conducted by PRC members and given to the Office of Instruction for preparation.</p> <p>Evaluatee submits self-evaluation to Chair of PRC.</p> <p>1. Typed student comments and scanned summaries available from the Office of Instruction.                      2. PRC Chair meets with evaluatee.</p> <p>1. PRC holds post-evaluation conference(s) to:                      a. discuss all aspects with evaluatee                      b. assemble materials                      c. complete Summary Report                      d. obtain signatures</p> <p>PRC Chair submits portfolio to the Office of Instruction.</p> <p>Dean signs off to acknowledge receipt.</p> <p>Dean submits portfolio for placement in personnel file.</p>		