**Evaluation Timeline   
Fall 2014**

|  |  |
| --- | --- |
| Department Chair identifies the department chosen regular faculty evaluator who may serve as committee chair. Department Chair notifies the Dean.    **Evaluator/Chair obtains materials from the Office of Instruction.**    1. Evaluator/Chair conducts pre-evaluation conference with evaluatee .  Observation date(s) are selected.  2. Evaluatee completes Classroom Observation Information sheet(s).  3. Observations are conducted.  4. Classroom Observation forms are completed.  5. Follow-up conference with evaluatee within two weeks of observation.    Student evaluations are conducted by Evaluator/Chair and given to the Office of Instruction.  Typed student comments and scanned summaries available from the Office of Instruction.      Self evaluation submitted  Evaluator/Chair completes the Summary Checklist and Report.  Meeting held with evaluatee for review and signature.  Evaluator/Chair submits summaries and materials to the Office of Instruction.  Senior Dean has materials placed in personnel file of evaluatee. | **8/22/14**  **8/29/14**  **8/29/14**  **through**  **10/24/14**  **10/24/14**  **11/21/14**  **11/21/14**  **11/26/14**    **12/2/14**  **12/5/14**  **12/17/14** |