**Evaluation Timeline
Fall 2014**

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| 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** |