

AUGUST 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Plenary	17
18	19	20	21	22	23	24
Department chairs form TEC for all 1 st year						
25	26	27	28	29	30	31
Probationary faculty						

SEPTEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 holiday	3	4	5	6	7
Challenge timeframe for 1 st yr						
8	9	10	11	12	13	14
Probationary faculty						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Evaluation packets sent out to TEC chairs						
29	30					

OCTOBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
Student evaluations & observations						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
Student evaluations end October 19						
20	21 DUE!!	22	23	24	25	26
Reconfirm TEC meeting						
27	28	29	30	31		

NOVEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
TEC Meetings						
10	11 Holiday	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Fall Break						

2019-2020 Probationary

Faculty Evaluations Calendar

August 19–August 30

Department Chairs are responsible for establishing the Chair and second faculty member of the Tenure and Evaluations Committee (TEC) for all first year probationary faculty in the department and verifying committee membership for 2nd, 3rd, and 4th year. The TERB Coordinator will appoint a random (outside) committee member to all new probationary faculty TEC committees. [This is also the 10-day window for 2nd year probationary faculty to challenge per 17.6.3.]

September 2-16 1st year probationary faculty notified of their TEC composition by August 30. September 3 is the beginning of the 10-day challenge timeframe for 1st year probationary faculty per Article 17.6.3.

September 20–27 TERB office sends student evaluation packets for face-to-face classes to TEC chairs.

Sept 30 – Oct 19 Student evaluations for full-length classes conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed.

Classroom/workplace observations occur after the fourth week of class but before October 21.

October 21 DUE date!

- Completed student evaluation packets are due in the TERB office.
- Classroom observations, evaluation matrices, and chair's letter are due to the TEC Chair.
- Deadline for probationary faculty to submit their (1) Self Evaluation Form with professional development and (2) other materials related to teaching to the TEC Chair.

October 22 –28 This meeting is scheduled early in the semester, but the TEC Chair should reconfirm the date and time that all TEC (including VP and dean) members are meeting to review evaluation materials and write the evaluation.

DECEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 TEC Meetings	3	4	5	6	7
8	9	10	11 REPORTS DUE!	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
26	27	28	29	30 DUE!	31	

MARCH 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Evaluation packets sent to TEC chairs					
15	16	17	18	19	20	21
	Student evaluations					
22	23	24	25	26	27	28
	Spring break					
29	30	31				

APRIL 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
	Student evaluations					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
	TEC meets with probationary faculty					
10	11	12	13	14	15	16
17	18 DUE!!!	19	20	21	22	23

November 1 – December 10 (excluding holidays):

- TEC committee reviews evaluation results and writes evaluation reports. TEC chairs must schedule at least one meeting that includes ALL five committee members present to discuss the results.
- *After* the evaluation is completed and signed by TEC members, TEC chair and at least one other committee member meets with the probationary faculty to review the evaluation. *Reminder:* Student evaluations are not given to evaluatee until after final grades are submitted.

December 11–13 (or sooner) Completed probationary packets **due** in TERB office no later than 12pm on December 13, 2019.

January 30 – Probationary faculty sign evaluation reports if they have not done so previously. Probationary faculty members have 10 business days from date of signing to submit a written response that will be attached to the evaluation report.

March 2 Final & complete Tenure Evaluation Review Report due in TERB office (including any approved Improvement Plan). Reports taken to President's Office for review and Governing Board action.

March 9- 13 TERB office will send student evaluation materials to TEC chairs. (Classroom/workplace observations in the spring semester occur only at the request of TEC).

March 16–April 18 Student evaluations conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed.

May 4-15:

- TEC committee reviews evaluations and meets with evaluatee to complete Spring Semester Review Meeting Confirmation form.
- *Reminder:* Student evaluations are not provided until after evaluatee submits final grades.

May 18, 2020: Spring Semester Review Meeting Confirmation Form due in TERB office.