

2020-2021 ECELS Probationary Faculty Evaluations Calendar

August 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20 Plenary	21 Plenary	22
23	24	25	26	27	28	29
Department chair form TEC for all 1st year Probationary Faculty						
30	31					

September 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
Challenge timeframe for 1st yr Probationary faculty						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Evaluations set up in system						
27	28	29	30			
Parent/staff surveys and applicable tenure review evaluations						

October 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Parent/staff surveys and applicable tenure review evaluations						
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Parent/staff surveys and applicable tenure review evaluations						
15	16	17	18	19	20	21
22	23 Fall Break	24	25	26	27	28
29	30					

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
Parent/staff surveys and applicable tenure review evaluations						
6	7 DUE !!	8	9	10	11	12
13	14	15	16	17	18	19

August 24–September 4
ECELS Liason or Coordinator is 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. A random (outside) committee member will be appointed to the ECELS TEC committees.

September 8-21 1st year probationary faculty notified of their TEC composition by Sept. 4th. September 8 is the beginning of the 10-day challenge timeframe for 1st year probationary faculty per Article 17.6.3.

September 22-28 TERB office sets up parent/staff surveys in Evaluation Kit for online deployment and sends out parent/staff survey packets for face-to-face deployment.

September 29-December 4 Evaluations for ECE Lab School conducted in this timeframe. Please send completed student evaluations to the TERB office as soon as they are completed.

December 7 DUE date for parent/staff survey packets and applicable rating scales!

- Completed parent/staff survey packets and applicable rating scales are due in the TERB office.
- Classroom observations, parent/staff surveys, and (if applicable) other approved rating scales 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.

December 8-11 TEC Chair confirms the date and time that all T members meet to review evaluation materials and write the evaluation.

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

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 SPR sen begins	2	3	4	5	6
7	8	9	10	11	12	13

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 DUE!!	2	3	4	5	6
7	8	9	10	11	12	13
	Evaluation packets sent to TEC chairs					
14	15	16	17	18	19	20
	Parent/staff surveys and applicable					
21	22	23	24	25	26	27
	tenure review evaluations					
28	29	30	31			
	Spring break					

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
	Spring break					
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	Parent/staff surveys and applicable					
18	19	20	21	22	23	24
	tenure review evaluations					
25	26	27	28	29	30	

January 4 – January 22 (excluding holidays):

- TEC committee reviews evaluation results and writes evaluation reports. TEC chairs must schedule at least one meeting that includes ALL 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.
- **Please complete earlier for probationary faculty with Improvement Plans.**

January 29, 2021 (or sooner) Completed probationary packets due in TERB office no later than 3pm on January 29, 2021.

March 1 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 8-12 TERB office will send parent/staff survey and applicable tenure review evaluation to TEC chairs. (Classroom/workplace observations in the spring semester.)

March 15 - May 21 Parent/staff surveys and applicable tenure review evaluation or rating scales are conducted in this timeframe. Please send completed surveys to the TERB office as soon as they are completed.

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 24-June 10:

- TEC committee reviews surveys and evaluations and meets with evaluatee to complete Spring Semester Review Meeting Confirmation form.

June 11, 2021: Spring Semester Review Meeting Confirmation Form due in TERB office.

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