

Fall 20 PT Faculty Evaluations Calendar

All new part-time faculty hires need to be evaluated in their first year of teaching—preferably in their first semester of teaching established PT faculty are evaluated at least once every 3 years.

August 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20 Plenary	21 Plenary	22
23	24 Department Chairs verify FT Faculty to be evaluated Fall 2020.	25	26	27	28	29
30	31					

September 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Labor Day	8 Census Day	9	10	11	12
13	14 DUE!!	15	16	17	18	19
20	21 Evaluation packets sent out to Department Chair	22	23	24	25 Native American Day	26
27	28	29	30			

October 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
	Student evaluations & observations					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	Student evaluations & observations					
25	26 DUE!!	27	28	29	30	31

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	<p style="text-align: center;">October & November</p> <p>Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the <i>Part-Time Checklist</i> found on the TERB website for components of the evaluation report.</p>					
15						
22	23 Fall Break	24	25	26	27	28
29	30					

DECEMBER						
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
						Fall ends

August 24–September 4
Department Chairs verify PT Faculty to be evaluated Fall 2020.

SEPTEMBER 14TH DUE DATE for Spring 2020 Evaluations.
Completed Spring 2020 evaluation reports are due in the TERB office for PT faculty evaluated during Spring 2020.

September 21–September 28
TERB Office sends student evaluation packets to Department Chair or ADA for face-face classes.

SEPT 29 – OCT 23 Student evaluations for semester-length classes are conducted in this timeframe (not before). PT faculty evaluatee submits syllabus and other relevant material to the evaluator. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4th and 14th week of Fall 2020. The evaluator keeps his/her observation form until submitting the final report.

Student Evaluations and observations for Counselors with one-on-one Counseling Sessions or Librarians with Library Sessions may take place from week 2 through week 14.

Please send completed student evaluations to the TERB office as soon as they are completed.

October 26 DUE date!!
Completed Student Evaluation Packets are due in the TERB Office.

November - February
Do not discuss student evals until after evaluatee has submitted final grades for Fall 20.
Feb 1-Feb 26: Evaluator meets with PT evaluatee and reviews final report. [Please complete earlier for faculty with Improvement Plans.]

Evaluee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; department chair form; and signatures from evaluator, evaluatee and department chair) is remitted to the TERB office. (*The TERB office will collect the dean/director's signature.*)
*Evaluees have 10 business days from the date of the review with their evaluator to attach any official response to their evaluation.
*Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.

Fall 20 PT Faculty Evaluations Calendar

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	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
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						

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 DUE!!	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 <i>Spring break</i>	31			

IMPORTANT: If your part-time faculty member will receive an **improvement plan**, you must to review their report and improvement plan with them (a) as soon as grades are submitted at the end of the spring semester, (b) during summer if all parties are on contract, or (c) the first possible day of the next semester.

The goal of the improvement plan process is for improvement to be reflected on before the semester begins and to be baked into their approach to their new class; giving them their improvement plan weeks into the semester will not achieve

November - February

Do not discuss student evals until after evaluatee has submitted final grades for Fall 20.

Feb 1-Feb 26: Evaluator meets with PT evaluatee and reviews final report. Evaluatee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; department chair form; and signatures from evaluator, evaluatee and department chair) is remitted to the TERB office. *(The TERB office will collect the dean/director's signature).*

*Evaluatees have 10 business days from the date of the review with their evaluator to attach any official response to their evaluation.

*Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.

March 1st DUE DATE for Fall 2020 evaluations.

Completed & signed evaluation reports are due in the TERB office for part-time faculty evaluated Fall 2020.

IMPORTANT FOR FAST TRACK, 4 WEEK, or partial-semester CLASSES!

The college is offering an increasing number of classes that do not adhere to the 16-week schedule (e.g. Fast Track1, Late Start, 12 weeks, etc.). If the course to be evaluated does not adhere to the 16-week timeline, please make the following adjustments:

*Aim to administer student evaluation near the midway point of the course (e.g. the 5th week for Fast Track classes).

*Observations should be completed sometime after the first 25% of the course has elapsed but before final exams.

*Review the evaluation report with the evaluatee after the final grades are submitted. For instance, it may be possible to review the report with a Fast Track 1 instructor as early as October 2020.

* All Fall 2020 reports are still due February 22nd 2020.

Please note that deans might ask the evaluator to send student evaluations, the observation form, and a draft review report **after** the observation period and **before** you enter the final evaluative score and meet with the evaluatee, per 17.3.1.2. If the dean makes that request per the timeline in 17.3.1.2, it is the evaluator, not TERB, who supplies those documents.