

# 2020-2021

## 2020-2021 Peer Faculty Evaluations Calendar

August 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	18	19	20 Plenary	21 Plenary	22
23	24	25	26	27	28	29
30	31	PRC committees formed for all tenured Faculty evaluates for Fall 2020.				

### August 24–September 4

Department chairs and tenured faculty evaluatees determine Peer Evaluation Committee (PRC) and report committee membership to TERB office. Evaluatee provides student evaluation method (e.g. two classes) and class selection data (if applicable) to TERB. TERB approval required for PRC Chair when the evaluatee is the current department chair.

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	15	16	17	18	19
20	21 Evaluation packets sent out to PRC chairs	22	23	24	25 Native American Day	26
27	28	29	30			

**September 21–29** For permanent faculty that are being evaluated in Fall 2020, the TERB office sends student evaluation packets to PRC chairs for face-to-face classes.

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
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPT 30 – OCT 31** Student evaluations for semester-length classes are conducted in this timeframe (not before). 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 4<sup>th</sup> and 14<sup>th</sup> week of Fall 2020.\*

**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.

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 DUE!!	3	4	5	6	7
8	9	10	11 Veterans' Day	12	13	14
15	16	17	18	19	20	21
22	23 Fall Break	December and January:				
29	30					

### November 2 DUE date!

- Completed student evaluation packets are due in the TERB office.
- Deadline for tenured faculty evaluatee to submit all relevant material to the PRC chair: (1) Self Evaluation Form with professional development and (2) other relevant course materials.

December and January:

- Once tabulated student evaluations have been returned to PRC chair, the PRC committee reviews evaluation results and writes evaluation report.
- Evaluators should refer to the *Peer Checklist* found on the TERB website for components of the evaluation report.

# 2021

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 <b>DUE!!</b>	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
		Student evaluations				
21	22	23	24	25	26	27
		Student 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
		Student evaluations				
11	12	13	14	15	16	17
		Student evaluations				
18	19	20	21	22	23	24
		Student evaluations				
25	26 <b>DUE!!</b>	27	28	29	30	

\*\*\* Once the report is written and signed by the committee members, the report (including evaluation, classroom or workplace observation, and signatures from PRC members and department chair) is sent to TERB to collect the dean/director signature and VP signature. The TERB office will then return the report to the committee to hold the meeting with the evaluatee and obtain the evaluatee's signature. Then, the final, signed report is remitted to TERB. *Evaluatees have 10 business days from the date of review with their PRC to attach any official response to their evaluation. Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.*

**February 1 – February 26**  
 PRC meets with evaluatee to review evaluation. A copy of the student evaluations is provided to evaluatee at this time (after grades have been posted). **Please complete earlier for faculty with Improvement Plans.**

**March 1 DUE date!**  
**March 1** Final & complete **Peer Evaluation Review Report due** in TERB office (including all required evaluation materials) for those faculty evaluated in **FALL 2020.\***

**March 8 - 12** TERB office will send student evaluation materials to PRC chairs for tenured faculty being evaluated in Spring 2021.

**March 15 – April 23** Student evaluations conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed so the TERB office has ample time to tabulate the results.

**APRIL 26 DUE date!**

- Completed student evaluation packets are due in the TERB office for Spring 2021 evaluatees.
- Deadline for tenured faculty evaluatees (Spring 2021) to submit all relevant material to the PRC chair: (1) Self Evaluation Form with professional development and (2) other relevant course materials.

**April & May**

- Tabulated student evaluations are e-mailed to PRC Chair
- Evaluators should refer to the Peer Checklist found on the TERB website for components of the evaluation report.

**By September 15:**

- PRC meets with the evaluatee to review the completed evaluation report. A copy of the student evaluation is provided to the evaluatee at this time (after grades are posted).\*\* Please complete earlier for faculty with Improvement Plans.