

2020-2021 Probationary Faculty Evaluations Calendar

2020

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 chairs 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 year Probationary faculty						
13	14	15	16	17	18	19
20	21	22	23	24	25 Native American Day	26
27	28	29	30			
Evaluation packets sent out to TEC chairs						

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	27	28	29	30 DUE!!	31

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
Reconfirm TEC meeting						
8	9	10	11	12	13	14
TEC Meetings						
15	16	17	18	19	20	21
TEC Meetings						
22	23 Fall Break	24	25	26	27	28
29	30					

August 24–September 4

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 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.

SEPT 28–OCT 2 TERB office sends student evaluation packets for face-to-face classes to TEC chairs.

OCT 5 – Oct 29 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.

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.

Classroom/workplace observations occur after the fourth week of class but before October 29.

October 30 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.

November 2–6 This meeting is scheduled early in the semester, but the TEC Chair should reconfirm the date and time that all TEC members are meeting to review evaluation materials and write the evaluation.

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	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

MARCH						
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			

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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

November 2 – December 10 (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, and if no student comments appear in the report, TEC chair and at least one other committee member may meet with the probationary faculty to review the evaluation--otherwise, the review should take place after grades post but before the 4 February deadline.

Reminder: Student evaluations and Review Reports with student comments should not be shared with the evaluatee until after grades post.

Contact the TERB Coordinator with concerns about Improvement Plan deadlines.

February 4 (or sooner) Completed probationary packets due in TERB office no later than 12pm on February 4, 2020. 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 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 student evaluation materials to TEC chairs. (Classroom/workplace observations in the spring semester occur only at the request of TEC).

March 15–April 16 Student evaluations conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed.

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.

May 3-14:

- 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.