Adjunct Faculty Evaluation Timeline
2015-2016

See: Article 14B: Adjunct Faculty Evaluations

DC = Department Chair; SA = Supervising Administrator.   Dates not specified as "mandatory" are recommended.

Week 2 By Fall: 8/28/15 Spring: 1/29/16	**Mandatory Deadlines:** The Office of the Dean of Curriculum and Educational Support Services: • Notifies DCs and SAs of Adjunct Faculty who are due for evaluation in semester. • Notifies, via District email letter and instructions, all Adjunct Faculty members who are due for evaluation during the required semester and provides a link to the evaluation forms.
Week 3 By Fall: 9/4/15 Spring: 2/5/16	• The DC (or evaluation committee) assigns a department peer from the rotation list and informs the evaluee, who has the right to reject one department peer.
Week 4 By Fall: 9/11/15 Spring: 2/16/16	• If the evaluee rejects the department peer selected from the rotation list, the DC selects the next available peer from the rotation list and informs the evaluee. Evaluee has no further right to reject a peer. *Note: adjunct faculty members in the probationary period do not have the right to reject a peer.* • The DC and SA consult and deliberate about all Adjunct Faculty evaluations in the department and determine if the department chair will observe and whether the SA will request to observe any of them. (See Art. 14 A & B, sec. 14.09, A.) • The DC notifies evaluee of evaluation team members, including who will observe (email notification preferred). The peer always observes. • The DC informs the department peer of the evaluation team assignment. • The DC and SA determine if classified staff input is desired for any evaluations and plan to distribute those feedback forms. The feedback forms must have DTREC approval in advance.
Week 5 By Fall: 9/18/15 Spring: 2/19/16 (Due to PDA/Holiday)	**Mandatory Deadline:** • Evaluee submits course syllabi for all courses being taught and instructional or allied duties schedule, and Self-Assessment to DC. (email preferred). **This is a mandatory deadline**. • The DC assures that a file for evaluation materials is created and maintained in a confidential manner.
Week 6 By Fall: 9/25/15 Spring: 2/26/16	• The DC sends copies of syllabi and schedule to peer observer and SA (email preferred). • The SA provides the Dean of Curriculum and Educational Support Services with a list of peer observers assigned to evaluees, as well as which members of the team will observe.
Weeks 6-11 By Fall: 9/25/15-10/30/15 Spring: 2/16/16-4/8/16	• Each observer contacts evaluee to arrange a mutually agreeable time to observe. • Each observer conducts an observation and collects *Student Evaluation Forms*. • The DC and support staff tabulate student evaluations and return a summary of the tabulated evaluations to the observer.

Week 12 By Fall: 11/6/15 Spring: 4/15/16	• Each observer meets or confers with evaluee to discuss the *Observation Report*, including the narrative and summary of student comments. The *Observation Report* may be shared by paper copy, email, or FAX, and the conference may occur in person, by telephone, by email, or other appropriate means of communication. When using email or FAX, the observer should save a copy of the transmission as evidence of communication. • Each observer sends a copy of the *Observation Report*, including the summary of student evaluations, to the other members of the team (email preferred). • The observer signs the original *Observation Report* and sends it to the department chair.
Week 13 By Fall: 11/13/15 Spring: 4/22/16	• All members of the team confer about rating for student-related duties. Evidence about student-related duties, such as student concerns or complaints brought to the attention of, and verified by, the department chair or S.A. may be included in the deliberation. • The DC and SA confer to assign a rating for other required duties. For efficiency, DCs and SAs may discuss all Adjunct Faculty evaluations at the same time. • The DC completes the *Final Report* form, designating a rating for each category, and circulates it for signature by each member of the team. • If a "needs improvement" rating is considered in the student-related category, all three members of the team will confer, reach conclusions about recommendations and follow-up, and designate one member to write the narrative for the *Final Report*. • A narrative is required when a "needs improvement" rating is given in any category. A brief narrative is required to describe follow-up required for a "satisfactory, with minor improvement needed" rating. • If there is no agreement on the final ratings, one or more members may write a *Minority Report*.
Week 14 By Fall: 11/20/15 Spring: 4/29/16	If any team member writes a *Minority Report*, it is due no later than five (5) working days after ratings have been determined on the *Final Report*.
Week 16 By Fall: 12/5/15 Spring: 5/13/16	**Mandatory Deadline**: • The *Observation Report*(s), *Final Report* and any *Minority Report*(s) are ready for evaluee to review and sign. • If all categories are rated "satisfactory," including "satisfactory with minor improvement needed," the DC meets or confers with the evaluee to review and sign the *Observation Report*(s), the *Final Report* and any *Minority Report*(s). • If any category is rated "improvement needed," the DC forwards the evaluation file to the SA, who meets with the evaluee to review and sign the *Observation Report(s),* the *Final Report* and any *Minority Report*s. The DC may choose to participate in that meeting. • The evaluee has ten (10) working days to respond in writing to the *Observation Report*(s), the *Final Report* and any *Minority Report*(s). The evaluee's response will be included in the evaluation file.
End of Semester	• The department chair forwards any remaining evaluation files to the SA. • The SA's office verifies that evaluation files are complete and sends files to the Office of the Dean, Curriculum and Educational Support Services.

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