### Timeline for Probationary Faculty Evaluation

**Faculty Member:**

**Department:**

**Semester:**

- ☐ Fall  ☐ Spring  20_____

**Administrator:**

**Department Chair/Coordinator (or designee):**

**Tenured Peer Evaluator(s):**

Note: Both chair and peer evaluator must have received peer evaluation training. Chair and peer evaluator initials confirming training: __________  __________

<table>
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<tr>
<th>Activity</th>
<th>Date Due:</th>
<th>Room:</th>
<th>Time:</th>
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#### PRE-CONFERENCE*

**For new hires, by 6th Week (first semester of employment)**

- DISTRIBUTE EVALUATION OF INSTRUCTOR PERFORMANCE FORMS (G3)

- Classroom Observation: (Selected by evaluatee and evaluation team)
  Will only take place outside of 7th to 13th week for good reason

  - Control # __________ Course: ____________________________

- Select Option for Student Input (G5)

- SELECT CLASSES FOR SFF FORMS (verify enough Scantron forms):
  Conducted no later than week before observation; must be between 7th & 13th week

  - Evaluatee choice class #1:
    - Control # __________ Course: ____________________________

  - Administrator/Chair/Peer choice class #2:
    - Control # __________ Course: ____________________________

- PROVIDE INSTRUCTOR SELF-EVALUATION INPUT FORM (G2)
  Evaluatee submits to Administrator, Chair, and Peer 1 week prior to class observation
  - Course syllabus for class to be observed.
  - Objectives for class being observed.
  - Completed Instructor Self-Evaluation Input Form (G2).

**EVALUATION TEAM MEETING:**

- Administrator, Chair, and Peer only
- Complete Evaluation of Instructor Performance form (G3).
- Complete narrative.
- Complete Summary of Student Comments

**PRIOR TO EVALUATION SUMMARY POST-CONFERENCE:**

- Minimum 1 day prior to post-observation conference; 2 days if improvement plan included
- Provide instructor with copy of narrative(s), summary of student Input, and G3 form.

**POST-OBSERVATION AND EVALUATION SUMMARY CONFERENCE:**

- Discuss Performance Rating Sheet (G3).
- Discuss narrative comments including student comments/evaluations.
- Sign evaluation forms.

Subsequent to the pre-conference, a summary of this form will be sent electronically to all participants in the evaluation process.