## Timeline for Tenured Faculty Evaluation (Department Chair Process)

<table>
<thead>
<tr>
<th>Faculty Member:</th>
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<tr>
<td>Department:</td>
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<tr>
<td>Semester:</td>
<td>Fall  Spring 20________</td>
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<tr>
<td>Administrator:</td>
<td></td>
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<tr>
<td>Department Chair/Coordinator (or designee):</td>
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### Pre-Conference:

- **Distribute Evaluation of Instructor Performance Forms (G3)**
- **Classroom Observation:** (Selected by evaluatee and administrator)
  - *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 and Chair 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).

### Department Chairperson/Coordinator Input Form (G4)

G4 Due: __________

### 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, department chair 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.