**TIMELINE FOR TENURED FACULTY EVALUATION**  
(PEER EVALUATION PROCESS)

<table>
<thead>
<tr>
<th>Faculty Member:</th>
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<tr>
<td>Department:</td>
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<tr>
<td>Semester:</td>
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<tr>
<td>Administrator:</td>
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<tr>
<td>Tenured Peer Evaluator(s):</td>
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Note: Peer evaluator must have received peer evaluation training.  
Peer evaluator initials confirming training: ________

### PRE-CONFERENCE:*
- **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/Peer choice class #2:
      
      Control #________ Course:______________________________

- **Provide Instructor Self-Evaluation Input Form (G2)**
  *Evaluatee submits to Administrator 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 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.*