

# EVALUATION DATES & REQUIREMENTS

Revised: 10/06/20

Faculty Classification	Status	Student Survey	Observation Dept Eval Comm (DEC)	Observation Dept Chair (DC)	Report Deadline Faculty	Report Deadline Dept Eval Comm (DEC)	Report Deadline Dept Chair (DC)	Report Deadline Dean/Appropriate Manager (AM)	Comment
Tenured Full-time Fifth-Year	Tenured – 5 <sup>th</sup> Year	Fall semester only	One (1) fall and spring of evaluation year	One (1) fall of evaluation year	March 1	April 1 (To Faculty, DC, & Dean/AM)	April 8 (To Faculty, DEC, & Dean/AM)	May 15	If on leave for part of year, evaluated following academic year.
Tenure Track Full-Time	Probationary Status First Year <b>Fall Hire 2020 or later</b>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Notice by Feb. 7 to Dean/AM and President  Dec. 31 First working Monday after Jan. 1 by local agreement	Notice by Feb. 7 to Dean/AM and President  Jan. 30 (To Faculty, DC, & Dean/AM)	Notice by Feb. 7 to Dean/AM and President  Feb. 7 (To Faculty, DEC, & Dean/AM)	Feb. 28	Default Process: VERBAL QUALITATIVE ASSESSMENT Notice Indicating renewal statement  If faculty, DEC, or DC choose a FORMAL WRITTEN EVALUATION, notification of this choice is due to DC and Faculty Member by Nov. 15
	Probationary Status <b>Fall Hire 2<sup>nd</sup> – 4<sup>th</sup> Year</b>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Oct. 10	Nov. 1 (To Faculty, DC, & Dean/AM)	Nov. 8 (To Faculty, DEC, & Dean/AM)	Dec. 15	2 <sup>nd</sup> -4 <sup>th</sup> recommendation renewal/non-renewal & specify improvements which may be necessary
	Probationary Status First Year <b>Spring Hire 2021 or later</b>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Notice by Sept. 30 to Dean/AM and President  Sept. 1	Notice by Sept. 30 to Dean/AM and President  Sept. 23 (To Faculty, DC, & Dean/AM)	Notice by Sept. 30 to Dean/AM and President  Sept. 30 (To Faculty, DEC, & Dean/AM)	Oct. 30	Default Process: VERBAL QUALITATIVE ASSESSMENT Notice indicating renewal statement  If faculty, DEC, or DC choose a FORMAL WRITTEN EVALUATION, notification of this choice is due to DC and Faculty Member by Apr. 15
	Probationary Status <b>Spring Hire 2<sup>nd</sup> – 4<sup>th</sup> Year</b>	Each Semester All Classes	Two (2) per semester	One (1) per academic year	Oct. 10	Nov. 1 (To Faculty, DC, & Dean/AM)	Nov. 8 (To Faculty, DEC, & Dean/AM)	Nov. 30	2 <sup>nd</sup> -4 <sup>th</sup> recommendation renewal/non-

