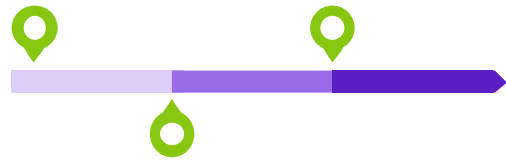


Evaluations Timeline

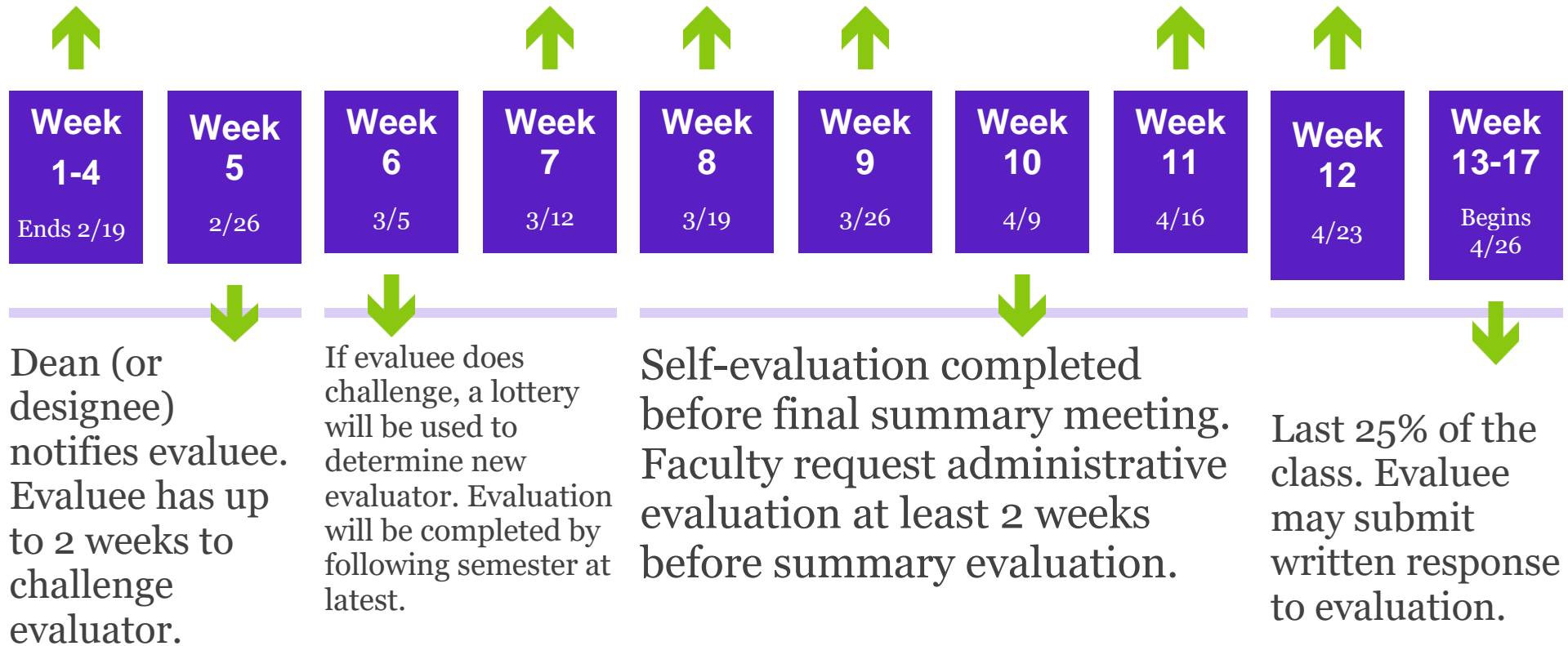


First 25% of class. Chair assigns faculty evaluator. Otherwise, dean assigns faculty evaluator.

Conduct preliminary meeting, go over forms. Set timelines for evaluation (including completion of forms).

Conduct Classroom observation and student evaluations. Materials located in division office.

Have final summary meeting. Signatures indicate that meeting occurred.



Evaluations Check list

- Preliminary Meeting
- Self-Evaluation (signature required)
- Student forms (*must use cover sheet*) – drop off to Office of Instruction
- Classroom observation (signatures required)
- Administrative Evaluation (signatures required)
- Summary Report (signatures required)

- Drop all signed items off at your division office.
- Please do not staple. Use paper clips, instead.