

10.5 Evaluation Procedure

10.5.1 Notification

No later than the third week of the semester in which a unit member is scheduled to be evaluated, based upon the timelines described above in section 10.3, the Vice President for Academic Services or the Vice President for Student Services, as appropriate, or their administrator designee, shall send a written or email notification to the unit member of that semester's evaluation. In this notification, the Vice President, or administrator designee, shall indicate if they will be the administrative evaluator or, if an administrator designee has been assigned, who the academic administrative evaluator shall be.

10.5.2 Evaluation Team

The team shall be comprised of an administrative evaluator and a peer evaluator.

A peer evaluator shall be in the same department, division or discipline of the unit member. If there is no regular faculty member in the unit member's department, division or discipline who is available to serve as a peer evaluator, the peer evaluator may be selected from outside the unit member's division, department or discipline. The unit member shall select a peer evaluator no later than the fourth week of the semester in which the unit member is scheduled to be evaluated. If the unit member does not select a peer evaluator, a peer evaluator will be selected by the administrative evaluator.

10.5.3 Pre-Observation Conference

The unit member to be evaluated shall have the option as to whether or not to meet with the evaluation team in a pre-observation conference (form D). If the conference is held, its purpose shall be to discuss the criteria and procedures of the evaluation, the time and conditions of the observation visitations and post-observation conferences, and the final evaluation conference.

Regardless of whether at the election of the unit member being evaluated the pre-observation conference is or is not held, the time of the observation visitations and the time of the post-observation conference shall be set by mutual agreement of the unit member and the evaluators at their convenience, and within the timeline prescribed in 10.5.7.

10.5.4 Evaluation of Professional Duties

The administrative evaluator shall complete an evaluation of the unit member's professional duties as described in 10.4 (forms I, J, K, L). The Professional Duties will include participation in the development and assessment of student learning outcomes. This evaluation must be completed in time for the final evaluation conference.