

## Timeline for Temporary Faculty Evaluation

**2022-2023**

This timeline is specifically for temporary faculty evaluations for the academic year stated above. The timeline is based on Article 14 Evaluation from the MPCTA Collective Bargaining Agreement. This timeline is not designed to include all the detailed information related to evaluations. Refer to the Agreement for complete instructions and information. Correlating section numbers are shown in parentheses. **\*\*changes made per MOU**

<b>Timeline for Temporary Faculty Evaluation</b> <i>Refer to Article 14.3 for Faculty with Less than Semester Length Assignments</i>	<b><u>No Later Than</u></b>	<b>By the end of This Week:</b>
Human Resources notifies Evaluatee, Division Chair, Dean, and Vice President of the need to be evaluated with timelines translated to specific dates. (14.3.2.1)	<b>Fall: Sept 2, 2022</b> <b>Spring: Feb 3, 2023</b>	<b>2nd</b>
Committee Members are selected and Evaluatee is informed of selection. (14.3.2.1 and 14.3.2.5.3)	<b>Fall: Sept 9, 2022</b> <b>Spring: Feb 10, 2023</b>	<b>3rd</b>
Any appeals by the Evaluatee of the choice of peer committee are made to the Academic Senate in writing. (14.3.2.1) Dean notifies Academic Affairs or Student Services and Human Resources of any waivers for faculty with assignments of less than 48 classroom hours. (14.2.3 and 14.3.2.1)	<b>Fall: Sept 16, 2022</b> <b>Spring: Feb 16, 2023</b>	<b>4th</b>
The Senate resolves any appeals submitted by Evaluatee regarding the peer membership of the Evaluation Committee. (14.3.2.1)	<b>Fall: September 30, 2022</b> <b>Spring: March 3, 2023</b>	<b>6th</b>
Student evaluations are administered and classroom visits by any or all of the committee members may occur only if requested by the evaluatee. The exception would be if the evaluatee's previous evaluation was a 'needs improvement'. If observations are done, <b>**Committee Members conduct a meeting or online class attendance in lieu of in-person classroom visits</b> or evaluations of performance of other services. Student evaluations are returned to the appropriate administrative office for processing and analysis; copies of any narrative comments on student evaluations are given to the Chair of the Evaluation Committee. (14.3.2.1, 14.3.2.3 and 14.3.2.5.1.2)	<i>Between</i> <b>Fall: Oct. 3 – Oct. 21, 2022</b> <b>Spring: Mar. 6 2023 - March 30, 2023</b>	<b>7th – 9th</b>
Written appraisals of classroom visits and, if applicable, written appraisals of evaluations of other services are completed by the evaluators and given to the Committee Members and to the Evaluatee. (14.3.2.1, 14.3.2.3, 14.3.2.4, and 14.3.2.5.3)	<b>Fall: Oct 21, 2022</b> <b>Spring: March 30, 2023</b>	<b>9th</b>
The administrative office responsible for processing the student evaluations returns results to the Chair. Chair shares results with Committee members. Chair provides a copy of statistical summary and a synopsis of the narrative comments to the Evaluatee. (14.3.2.1, 14.3.2.3, 14.3.2.4) Evaluatee provides a self-evaluation to Committee. (14.3.2.1, 14.3.2.5.3.1.2 and Exhibit G-1) Evaluatee provides Committee Members any written responses to the classroom visit appraisals or evaluations of performance of other services. (14.3.2.1 and 14.3.2.6.4) 1 <sup>st</sup> year temporary faculty provides the Committee with copies of any course handouts; samples of quizzes, tests, assignments, etc; samples of how students' work is evaluated; and if applicable, comparable materials related to the performance of other services.(14.3.2.1 and 14.3.2.5.3.1.2)	<b>Fall: Nov. 4, 2022</b> <b>Spring: April 14, 2023</b>	<b>11th</b>

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<p>Chair meets with Committee and completes the Committee Report. It is decided whether Chair and/or full committee should meet with Evaluatee to discuss the report. Evaluatee is provided a copy of the Committee Report. (14.3.2.1 and 14.3.2.6)</p>	<p><b>Fall: Nov 18, 2022</b> <b>Spring: Apr. 28, 2023</b></p>	<p><b>13th</b></p>
<p>Chair and,/or the full Committee, meet with Evaluatee to discuss the Committee Report and to sign the Cover Sheet. (14.3.2.1 and 14.3.2.6)</p>	<p><b>Fall: Dec 9, 2022</b> <b>Spring: May 12, 2023</b></p>	<p><b>15th</b></p>
<p>Evaluatee may respond in writing to the Committee Report. (14.3.2.6) The Committee Report, including any response by the Evaluatee, is forwarded for review by Division Chair and by a representative from the Evaluatee's department. (14.3.2.7) Committee Chair notifies Office of Human Resources that the evaluation has been completed. (14.3.2.1)</p>		<p><b>16th</b></p>
<p>Evaluatee receives original student evaluation forms with narrative comments, no earlier than the beginning of the semester following the evaluation. (14.3.2.1)</p>	<p><b>Fall: Feb. 16, 2023</b> <b>Spring: TBD</b></p>	<p><b>4<sup>th</sup> week of the next semester</b></p>
<p>The review of the Committee Report and Final Report are completed and forwarded to Human Resources to be placed the Evaluatee's personnel file. (14.3.2.1 and 14.3.2.8)</p>	<p><b>Fall: March 3, 2023</b> <b>Spring: TBD</b></p>	<p><b>6<sup>th</sup> week of the next semester</b></p>