

FEATHER RIVER COMMUNITY COLLEGE OFFICE OF INSTRUCTION

MEMORANDUM

TO: Full-time Faculty

DATE: August 1, 2019

FROM: Derek Lerch, Dean of Instruction/CIO

SUBJECT: Timeline for Evaluation Process

DATE	EVALUATION PROCESS DEADLINES
August	<p>The Chief Instructional Officer (CIO) or her/his designee shall notify each faculty member who is subject to evaluation no later than August 31, 2019.</p> <p>In consultation with the Division Chairs, the CIO will establish evaluation committees and select committee chairs. If an issue arises in which a committee chair objects to her/his assignment, the CIO will work with the member's Division Chairs to select an appropriate alternate.</p>
October/November	<p>Between the 9th and 10th week (October 14 – 25, 2019) of classes, the faculty member being evaluated will receive the student evaluation packet in her/his mailbox. The evaluatee will appoint a student to distribute the forms in class and inform students of the importance of their evaluations by asking them to be open, honest, and constructive with their comments. Once the forms have been completed, they are to be returned in the sealed envelope to the Office of Instruction mailbox/office by the student. ISP student evaluations will take place via correspondence and Distance Ed evaluations will take place via Survey Monkey; a link will be emailed to the appropriate faculty member in order for it to be sent to the students. Student evaluations will be completed by the end of the 10th week of classes (October 25, 2019). The instructor will not review the evaluations until after grades have been posted.</p> <p>Candidate furnishes committee members with written self-evaluation materials appropriate for evaluation by the last working day in October (October 31, 2019) and submitted to the Office of Instruction.</p> <p>Evaluation Committees meet and establish work schedules.</p> <p>Peer visitations will be conducted between the 9th and 13th week (October 15 – November 15, 2019) of the semester.</p>

November	Committee Chair will ensure that the evaluation committee meets with candidate by the end of November to discuss findings and complete the peer evaluation form. After review of the peer and student evaluations, the evaluation committee ensures that the peer and panel evaluation forms are submitted to the Office of Instruction by the end of November, 2019.
December	CIO meets with candidate for the administrative evaluation. To be completed by December 13, 2019 , during FINALS WEEK
By January 31	The Tenure Review Committee meets with the candidate who will receive copies of the panel evaluation, the administrative evaluation, and the student evaluation. Areas in need of improvement shall be clearly identified and suggestions made as to possible resources available to aid in such improvement.
February 1-15	The faculty member may respond to the evaluations within ten (10) working days.
February 15	If necessary, the Tenure Review Committee may reconvene to review faculty response to their evaluation. If necessary, the Tenure Review Committee will approve a remediation plan to ensure faculty improvement.
March 1	The CIO will make the recommendation of the Tenure Review Committee to the Academic Senate which in turn makes its recommendation to the Superintendent/President who submits her/his recommendation to the Board of Trustees. If the President does not make the same recommendation as the committee's to the Board of Trustees, s/he will explain in writing her/his reasons why to the Academic Senate President and to the Tenure Review Committee before making her/his recommendation to the Board of Trustees.
March 15	The Board of Trustees gives written notice of its decision to the employee by registered or certified mail to the most recent address on file with the Personnel Office.