

Timeline for Counselor Evaluation Process

DATE	EVALUATION PROCESS DEADLINES
August	<p>The Chief Student Services Officer (CSSO) or her/his designee shall notify the counselor who is subject to evaluation no later than August 31, 2020.</p> <p>In consultation with the CIO, the CSSO will establish evaluation committees and select committee chairs. If an issue arises in which a committee chair objects to her/his assignment, the CSSO will select an appropriate alternate.</p>
October/November	<p>Between the 7th and 10th weeks (October 4 – 30, 2020) of the semester, the student evaluation will be conducted in the Advising Office. At the end of each counseling appointment of the counselor being evaluated, the student employee at the front desk will have the student complete a counselor evaluation form. The forms will be collected as they are completed and returned in a sealed envelope to the Chief Student Services Officer. The counselor will not review the evaluations until the end of the semester. Student evaluations will be completed by the 10th week of the semester. (October 30, 2020).</p> <p>Candidate submits to the Chief Student Officer the written self-evaluation materials by the last working day of October (October 30, 2020).</p> <p>Evaluation Committees meet and establish work schedules</p> <p>Peer evaluations, which may include a visitation, may be conducted between the 9th and 13th weeks of the semester (October 18 – November 20, 2020).</p> <p>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. The peer and panel evaluation forms are due to the Chief Student Services Officer by November 30, 2020.</p>
December	<p>CSSO meets with candidate for the administrative evaluation. To be completed by December 18, 2020.</p>
By January 31	<p>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.</p>

- February 1-15 The counselor may respond to the evaluations within ten (10) working days.
- February 15 If necessary, the Tenure Review Committee may reconvene to review the counselor's response to their evaluation. If necessary, the Tenure Review Committee will approve a remediation plan to ensure improvement.
- March 1 The CSSO 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.