Timeline for
Part-time Faculty Evaluations

DEADLINE/NO LATER THAN*	TASK	RESPONSIBLE PARTY
The first working day of the semester.	Tentative** list of part-time faculty due for an evaluation is sent to Deans	Human Resources
The end of the first week of the semester.	Email notification of the evaluation process and forms is sent to each part-time faculty member being evaluated.	Dean's Admin Team
Encouraged to be completed by the end of the 4th week of the semester. Required to be completed by the end of the 8th week of the semester.	Part-time Faculty submits Self-reflection document to the Dean's Office via email.	Part-time Faculty being evaluated
The end of the 6th week of the semester. No classroom observation may occur before the start of the 5th week of the semester, absent mutual agreement between the evaluator and the Part-Time Faculty member.	Schedule Classroom Observation	Evaluator in coordination with the part-time faculty member
The last day of the 12th week of the semester	All Classroom Observations completed	Evaluator in coordination with the part-time faculty member
Administered in alignment with scheduled classroom observation	Student Survey	Dean's Admin Team
The end of the 16th week of the semester.	Administrative Response	Division Chair (or faculty Designee) and Dean
The end of the 16th week of the semester.	Evaluation packet emailed to part-time faculty for review and signature.	Dean's Admin Team
By Last Day of Finals	Evaluation packet submitted to Human Resources with or without faculty signature^	Dean's Admin Team

*In the spirit of equity and fairness for part-time instructors teaching a course that is considered late start, short-term, or an alternate schedule (clinical in nursing and allied health, Fire, EMT) the self reflection will be due by the week that corresponds to the halfway point of applicable part-time faculty member's course. The evaluation will be submitted by the Dean's office to Human Resources in its entirety upon completion.

**Deans will work directly with Human Resources to correct the list for any cancelled courses, late staffing assignments, or other exceptional circumstances.

^ Evaluations will only be submitted without a part-time faculty member's signature if the faculty member chooses not to sign or does not respond to attempts to obtain their signature.