

**STATUS OF EMPLOYMENT: EVALUATION**

**ANNUAL SCHEDULE FOR EVALUATION PROCEDURES  
NON-TENURED FACULTY**

<b>ACTION</b>	<b>DATE</b>
Associate Dean of Instruction (ADI) observes instructor in classroom.	By November 15 in the fall and April 15 in the spring.
Instructor submits completed instructor input and self-assessment forms to ADI.	By December 1.
Instructor and ADI complete instructional appraisal forms.	By December 1 in the fall and May 1 in the Spring.
Instructor administers learner survey of instruction to students.	During the last three weeks of the semester (fall and spring).
Instructor submits completed learner surveys to the ADI.	No later than the last day of the semester (fall and spring).
ADI returns completed learner surveys (or summaries of tabulations) to the instructor.	By January 31 for fall surveys or by May 31 for spring surveys.
ADI gives the completed faculty evaluation form to the instructor. The instructor signs all copies and will be given the original. The instructor and the ADI will discuss the recommendation. ADI retains a copy of the completed and signed form.	By February 15.
ADI meets with the Vice President of Academic Affairs (VPAA) to discuss faculty evaluation forms and to formulate any needed developmental action plans for the faculty.	February 28.
The VPAA gives annual report of faculty strengths and weaknesses to the College President.	By June 30.
ADI observes instructor in the classroom.	By December 1.
Instructor and ADI completes instructional appraisal forms.	By December 1.