# Timeline for Tenure-Track Librarian Evaluations

D. Timeline for Tenure Review

1. Weeks 16-18 of spring semester:

a. At the end of the spring semester, four tenured faculty members are recommended by division faculty for each tenure-track faculty member’s Tenure Evaluation Committee and approved by the Division Dean/Responsible Administrator.

b. The Division Dean/Responsible Administrator forwards them to the Academic Senate for approval.

2. Weeks 1-4 of fall semester:

a. An evaluation orientation is held for all committee members during Weeks 1 and 2.

b. The Committee meets with the evaluee to discuss the process format, objectives, , and expectations.

c. The Committee establishes a work schedule.

d. In order to enable evaluation of online classes, the evaluator will be given the role of “Non-editing teacher” for the evaluee’s online class(es) through the District-sanctioned online course management system and provided with any necessary passcodes by Week 4. The evaluator will have access to the evaluee’s online class(es) during Weeks 4-12, but will be able to evaluate materials for Weeks 1-3 if necessary. If desired by either party, the evaluator may meet with the evaluee prior to the observation.

3. Weeks 5-15 of fall semester:

a. Evaluators begin observations as early as Week 5, but will be able to observe Weeks 1-4 if necessary, and complete them by Week 15. Each committee member observes and reports on her/his observations.

b. Prior to the observation, the evaluee shall provide the evaluator with materials and/or documents necessary to provide a context for the class observation.

c. If applicable, student questionnaires are administered by Week 15.

d. Individual committee members discuss their classroom observation and provide an overview of the student questionnaires to the evaluee within ten workdays of the observation. The tabulated student questionnaires will be made available to the evaluee after grades are posted.

e. The evaluee completes and submits a portfolio to her/his division office by Week 11.

f. The evaluee completes and submits the Mandatory Self-Assessment to the evaluee’s division office by Week 15.

4. Weeks 16-17 of fall semester:

a. The Dean/Responsible Administrator completes the Dean/Responsible Administrator’s Assessment of Non-Teaching Responsibilities by Week 16.

b. Prior to meeting with the evaluee, the Tenure Evaluation Committee meets to review the results of the evaluation process and reaches its recommendation.

c. The Committee meets with the evaluee to inform her/him of the Committee’s recommendations and, if the evaluee receives an overall rating of “Needs Improvement” or “Unsatisfactory” on the evaluation summary, develops with the evaluee a Performance Improvement Plan.

c. The Tenure Evaluation Committee submits its recommendation to the appropriate Vice President, and subsequently to the college president, the seventeenth week of the academic year.

# Timeline for Tenured Librarian Evaluation

1. Weeks 16-18 of fall semester:
   1. At the end of the fall semester, three to five tenured faculty members (number depends on size of division and number of evaluations, diversity among group) are recommended by division faculty and approved by the Division Dean/Responsible Administrator.
   2. The Division Dean/Responsible Administrator forwards them to the Academic Senatefor approval.
2. Weeks 1-4 of spring semester:
   1. The Evaluation Guidance Committee provides evaluation orientations for Evaluation Committee members and evaluees during Weeks 1 and 2.
   2. The Evaluation Committee selects a chair, establishes its schedule of work, notifies the evaluee, arranges for conduct of student questionnaires (Division Office secures forms), and requests assessments from the Dean/Responsible Administrator and evaluee.
   3. If the evaluation is comprehensive,an evaluator for each evaluee is agreed upon by the Dean/Responsible Administrator and the evaluee.
   4. In order to enable evaluation of online classes, the evaluator will be given the role of “Non-editing teacher” for the evaluee’s online class(es) through the District-sanctioned online course management system and provided with any necessary passcodes by Week 4. The evaluator will have access to the evaluee’s online class(es) during Weeks 4-15, but will be able to evaluate materials for Weeks 1-3 if necessary. If desired by either party, the evaluator may meet with the evaluee prior to the observation.
3. Weeks 5-15 of spring semester:
   1. Evaluator begins observations as early as Week 5, but will be able to observe Weeks 1-4 if necessary, and completes them by Week 15.
   2. If the evaluation is comprehensive, the evaluee shall provide the evaluator, prior to the evaluation,with materials and/or documents necessary to provide a context for the class observation.
   3. If applicable, student questionnaires are administered by Week 15 and shared with the evaluee at the last meeting of the Committee.
   4. If the evaluation is comprehensive, individual committee members discuss their observation with the evaluee and provide an overview of the student questionnaires to the evaluee within ten workdays of the observation.The tabulated student questionnaires will be made available to the evaluee after grades are posted.
   5. If the evaluation is comprehensive,the evaluee completes and submits a portfolio to her/his division office by Week 12.
   6. The evaluee completes and submits the mandatory self-assessment to the evaluee’s division office by Week 15.
4. Weeks 16-17 of spring semester:
   1. The Dean/Responsible Administrator completes the Dean/Responsible Administrator’s Assessment of Non-Teaching Responsibilities (if appropriate) by Week 15.
   2. Prior to meeting with the evaluee, the Committee meets to review the results of the evaluation process and reaches its recommendation.
   3. The Committee meets with the evaluee to inform her/him of the Committee’s recommendations; if the evaluee receives an overall rating of “Needs Improvement” or “Unsatisfactory” on the evaluation summary,the Committee develops with the evaluee a Performance Improvement Planand schedules a follow-up evaluation for the next academic year.
   4. The Evaluation Committee prepares an evaluation summary and submits the results to the appropriate Vice President on the Evaluation Summary form, which indicates whether or not the evaluation is satisfactory and states any commendations and recommendations from the Evaluation Committee to the evaluee, by Week 17 of the spring semester.
   5. The appropriate Vice President reviews materials and forwards copies to the evaluee, the evaluee’s personnel file, and the Dean/Responsible Administrator.
   6. The Dean/Responsible Administrator records results, schedules the next evaluation, and confers with the evaluee as needed.