

Evaluation: SPRING Timeline for Tenured Faculty – 2021-2022

Spring Break does not count as a week in this timeline.

Steps may be completed prior to the deadlines as long as they are completed in sequential order.

SPRING SEMESTER 2022	
By end of Week 1 (1/28)	Human Resources sends a reminder to each Tenured Faculty Member (TFM) who is scheduled to participate in the spring evaluation
By end of Week 2 (2/4)	TFM selects tenured faculty peer(s) from their discipline or closely related discipline in consultation with the appropriate dean and sends a list of the PRC members to Human Resources (evalsupport@miracosta.edu)
By end of Week 3 (2/11)	TFM sends a copy of the Evaluation Schedule Report to Human Resources (evalsupport@miracosta.edu), with a copy to each PRC member
By end of Week 9 (4/1)	- Observation of TFM by a PRC member must be completed - Distribution and administration of survey(s) must be completed - If applicable, SGID must be completed. SGID facilitator sends SGID Team Student Comments Report to TFM
By end of Week 10 (4/8)	- Observer sends completed Observation and Discussion Report to TFM - Human Resources sends survey results to TFM - Professional Growth and Activities Report completed by TFM - If applicable, PRC members submit Individual PRC Member Report to TFM
By end of Week 12 (4/22)	- TFM uploads evaluation packet to their ePortfolio, including the Self-Study - TFM notifies PRC members, with a copy to HR (evalsupport@miracosta.edu), that the evaluation packet is ready for review on the portal site - Human Resources grants ePortfolio access to PRC members - All PRC members shall review the packet prior to the Peer Review Meeting
By end of Week 14 (5/6)	TFM convenes and leads the Peer Review Meeting

By Wednesday of Week 15 (5/11)	▪ PRC meets without TFM for Peer Evaluation Meeting Peer Review Committee Report (PRC Report) and any Corrective Action Plans must be finalized and approved by the PRC within five (5) business days of this meeting ▪ If the PRC identifies substantial concerns at the Peer Evaluation Meeting, the PRC shall hold Peer Conversation Meeting with the TFM ▪ If applicable, all Corrective Action Plans must be attached to the PRC Report and specify a date by which the terms of the plan shall be completed.
By end of Week 16 (5/20)	▪ The PRC chair sends the PRC Report to Human Resources (evalsupport@miracosta.edu) Subsequently, the TFM receives notification from Human Resources to sign the PRC Report within three business days and receives a copy The TFM has the right to initiate a written response to the evaluation within ten (10) business days following receipt of the PRC Report