



Contract Non-Teaching Faculty Evaluation Process

The evaluation process for 2018-19 has started for contract faculty.

The following is an overview of the evaluation timeline:

Observations— On or before the Friday of the 5th week of the spring semester

- ◆ Peer committees to be selected by the end of the 2nd week
- ◆ Meetings with individual peer committee members are to take place within five business days of the initial observation date.

Student Evaluations— On or before the Friday of the 5th week of the spring semester

- ◆ Packets distributed by Human Resources
- ◆ Results to instructor after final grades are submitted

Self-Evaluation— Due on or before the Friday of the 6th week of the spring semester to the Supervising Administrator and Division Chair for the Peer Evaluation Committee

Peer Evaluation Committee Documents—Due on or before the Wednesday of the 7th week of the spring semester to the Supervising Administrator

Supervising Administrator Committee Documents—Due on or before the Friday of the 7th week of the spring semester to the Human Resources Department

- ◆ Meeting with faculty member to discuss evaluation and recommendation

If you have questions, please contact Alex Haver at ext. 7765 or ahaver@taftcollege.edu