

**Del Mar College**  
**Timeline for Tenured Faculty Comprehensive Performance Evaluation Process**  
**2016-2017 Academic Year**

Due Date	Process	Policy
By March 15	P/VPI&SS notifies tenured faculty of the College's intent to schedule a comprehensive evaluation as provided herein.	B6.5.5 Process of Evaluation
No later Than May 1	P/VPI&SS initiates the process for selection of the Peer Review Committee.	B6.5.4.3.1 Implementation
No later than May 1	P/VPI&SS establishes and distributes an official calendar with specific deadlines for various components of the faculty evaluation process for the following academic year.	B6.5.5 Process of Evaluation
No later than May 15	P/VPI&SS notifies faculty of appointment to serve on Peer Review Committee for the following academic year.	B6.5.4.3.2 Peer Committee Selection and Composition
No later than 30 days prior to initiation of the peer review process	P/VPI&SS assigns randomly each peer review committee member, based on rank, an equal number of tenured faculty members scheduled for a peer evaluation and provides the reviewer with the Peer Review Direct Observation of Work Performance Form to be completed for each tenured faculty assigned for review.	B6.5.4.3.3 Peer Evaluation Process
By September 1	P/VPI&SS conducts training sessions for Peer Review Committee.	
September 15	Peer review process is initiated. Peer Review Committee members <b>BEGIN TO</b> schedule the direct observation of work performance with each tenured faculty assigned for review.	B6.5.4.3.3 Peer Evaluation Process
Beginning September 15	Peer Review Committee Member conducts the direct observation of work performance of each assigned tenured faculty member.	
No later than November 1	Peer Review Committee Member completes Peer Review Direct Observation of Work Performance Forms and submits to reviewee's Department Chair with courtesy copies to the Provost.	B6.5.4.3.3 Peer Evaluation Process
No later than March 1	Direct Supervisor/Chair conducts a direct observation of work performance evaluation and the results of other evaluation tools (e.g. student evaluations).	B6.5.5.2.2.B.2 Direct Observation of Work Performance
Within two working days of the Direct Supervisor/Chair Direct Observation of Work Performance Evaluation	Direct Supervisor/Chair will discuss the Direct Observation of Work Performance with the tenured faculty member and complete the standardized Direct Observation of Work Performance Form.	B6.5.5.2.2.B.2 Direct Observation of Work Performance

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Five working days prior to the Direct Supervisor's/Chair's meeting	The Direct Supervisor/Chair will forward the evaluation materials to the Division Next Level Supervisor. The Next Level Supervisor will review the materials, which includes the evaluation forms and other evidence of the faculty member's work forwarded by the Direct Supervisor/Chair. The Next Level Supervisor will sign the evaluation form as a reviewer indicating agreement or disagreement with the Direct Supervisor/Chair's evaluation, noting any areas that need special attention.	B6.5.6 Process for Review of Evaluations by Next Level Supervisor
No later than March 8	Using the Faculty Annual Evaluation by Direct Supervisor/Chair Form, the Direct Supervisor/Chair will summarize and evaluate the faculty member's performance consistent with the criteria set forth in B6.5.2 and include consideration of the results of the Direct Observation of Work Performance, the Faculty Self Evaluation, peer evaluations, and student evaluations. The Direct Supervisor/Chair will meet with the tenured faculty member to review the Direct Supervisor Evaluation form, and the results of other evaluation tools, as required by B6.5.4.5.	B6.5.5.2.2.B.6 Direct Supervisor/Chair Evaluation of Faculty and Meeting  B6.5.4.5 Direct Supervisor/Chair Evaluation and Meeting
No later than March 10	The Next Level Supervisor will forward to the Provost/Vice President of Instruction and Student Services any faculty evaluations for which there is disagreement about ratings between Direct Supervisor/Chair and Next Level Supervisor or where there is an indication a personnel action, including disciplinary action, is warranted.	B6.5.6.2 Process for Review of Evaluations by Next Level Supervisor
No later than March 13	P/VPI&SS will review those evaluations forwarded by the Division Next Level Supervisor and make appropriate personnel action recommendations, including disciplinary actions. In the event of personnel action recommendations, copies of annual evaluation materials from previous years will be forwarded with the current year's material as a comprehensive file.	B6.5.6.3 Process for Review of Evaluations by Next Level Supervisor
By March 15	Finalized original evaluation files are submitted to the Human Resources Department with a copy to be retained by the Direct Supervisor/Chair and a copy provided to the faculty member.	B6.5.6.4 Process for Review of Evaluations by Next Level Supervisor

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