

Dean, or a designated full-time tenured faculty member from the same or a related discipline as the unit member.

- 8.1.5** Each semester the division chair will forward a list of names of the unit members to be evaluated and the name of the evaluator for each unit member.
- 8.1.6** A new unit member shall be evaluated during their first year of employment. Thereafter, they will be evaluated every three years.
- 8.1.7** If there is a break in service of two academic years, the unit member will be evaluated within the first year of re-employment.

8.2 Evaluation Procedure

- 8.2.1** The decision as to the ingredients and objectives of the evaluation, the time of the classroom observation, and the time for the post-evaluation conference may be set at a pre-evaluation conference or if no pre-evaluation conference is requested by the unit member, by mutual agreement of the unit member and evaluator. The evaluation shall include provisions related to the faculty member's knowledge of, and participation in, presenting and assessing student learning outcomes.
- 8.2.2** If the pre-evaluation conference is requested, the unit member and evaluator must fill out a pre-evaluation form.
- 8.2.3** The classroom observation will take place within 25 days of the pre-evaluation conference or of the mutual agreement referred to in 8.2.1 above.
- 8.2.4** The length of the classroom observation is to be one 50-minute period but may be lengthened or shortened by mutual consent of the unit member and the evaluator.
- 8.2.5** The evaluator must complete all forms during or immediately following the classroom observation; notes may be taken during the visit.
- 8.2.6** The evaluator must discuss the evaluation results with the unit member at a post-evaluation conference, which must be held within twenty (20) workdays of the classroom observation.
- 8.2.7** In the post-evaluation conference, the evaluator and unit member may agree to changes to what has been written on the evaluation form. In this case, the redrafted form shall be submitted to the unit member within five (5) workdays.
- 8.2.8** A copy of the final, signed evaluation forms shall be given to the unit member and the original evaluation form will be placed in the unit member's personnel file by May 15 of the academic year. The May 15 deadline may be extended by mutual consent of the unit member and the evaluator.