

the end of the semester prior to being evaluated. The Academic Senate Second Vice-President will honor these requests whenever possible. No evaluatee will be consecutively evaluated by the same coach(es).

C. **Must be completed in FALL SEMESTER**

(The first week of the semester is the week in which the first class for that term starts)

1. On fall flex day, tenured faculty members being evaluated and their coaches will participate in an orientation to the evaluation process and review the evaluation process and timelines.

At this orientation, evaluatees will receive the following:

- a. information on the process and timelines
- b. the Self-Evaluation Survey (SES)
- c. program/class data

Evaluatees should bring their syllabi for fall semester to the orientation.

Evaluatees and their coaches will also schedule meetings for the remainder of the semester at this orientation.

2. **By the end of the fifth week**, the evaluatee will meet with his/her coach(es) to:
 - a. review the Self Evaluation Survey and identify training needs.

6. **By the end of the eighteenth week**, the TLC Director, and the Academic Senate Second Vice-President will develop a training schedule for professional development activities.

D. ***Must be completed during*** SPRING SEMESTER

members are also teaching as part of their regular assignment, student evaluations will be collected from both classes and individual appointments/contacts.

Standardized evaluation questionnaires will be used to solicit information from students; the questionnaires allow for written comments. The Academic Senate Secretary will prepare the student evaluation materials and distribute them to the faculty members being evaluated. The faculty member will ask for a student volunteer from each class to administer the questionnaires and return them in a sealed envelope

