Date _____

Probationary Evaluee _____

Tenure Evaluation Committee Chair _____

Department _____

Packet TA'd on 6/4/2021

David Joseph Montoya III
David Joseph Montoya III (Jun 4, 2021 16:42 PDT)

Teresa LC Laughlin

Barbara Baer (Jun 4, 2021 15:31 PDT)

PART 1: All members of the TEC will consult with the evaluee, complete this section, and submit to the TERB Coordinator as soon as possible but by no later than the first week of the spring semester.

An Improvement Plan *addresses all areas in which an evaluee received a notation of "needs improvement" or "unsatisfactory" and provides specific actions that will be taken so that the evaluee can achieve a "Standard" rating in future evaluations.* The Improvement Plan is typically viewed as complete when the Performance Standards that received a "needs improvement" or "unsatisfactory" rating receive a "standard" or higher rating on the next full review report and this Improvement Plan is signed off on as complete by the TEC Chair and the Evaluee.		
Issues/Evaluation Criteria	***Actions*** to be taken toward improvement (what do the TEC, evaluee, or other relevant parties need **to do**?)	***Evidence*** of Follow-up/Progress (what evidence do the TEC, evaluee, or other relevant parties **need to provide** to show they completed the actions named in column 2?)
Performance Standard: **Issues (include relevant quotes from the Review Report):**	**To address the standards and issues noted in the first column, the Tenure Evaluation Committee (TEC), in consultation with the evaluee, recommends the following:**	**To assess the evaluee's progress toward improvement, the TEC requires evidence of the following** [please name the people responsible for providing each piece of evidence]**:**

Will a mentor be assigned to the evaluee? YES | NO	Mentor's name and department	Mentor's responsibilities	Evaluee's responsibilities	What will the mentor share with the TEC and when??	Who will connect the mentor and the evaluee?

Revision by TERB, Spring 2021

Approved by TERB on _____

_____ (Tenure & Evaluations Coordinator, Sign and Date)_____ (Probationary Evaluee, Sign and Date)

_____ (Committee Chair, Sign and Date)

_____ (Department Member, Sign and Date)

_____ (Outside Member, Sign and Date)

_____ (Division Dean Member of Committee, Sign and Date)

_____ (Vice President of Instruction, Sign and Date)

PART 2: The TEC Chair and the evaluee will complete this section during or at the end of the period in which the improvement plan is in force. This full form (including Part 1 and Part 2) must be signed and submitted to the TERB Coordinator *with* the next review report submitted after the review report that triggered the improvement plan (e.g., if the Fall 2020 review report triggered an improvement plan, submit this complete form with the Fall 2021 review report). If all performance standards below are marked "yes," *this* improvement plan is considered complete. Note: in addition, a fresh improvement plan must be crafted if any item on the new review report is rated as "needs improvement" or "unsatisfactory;" in that situation, any relevant performance standard, action, and follow-up from *this* improvement plan that is rated "no" below is in force until the new improvement plan is approved.

Performance Standard (from Part 1 of this document)	Did the evaluee complete the recommended actions and show satisfactory improvement?	TEC Chair: Please explain your answer from column 2.	Evaluee: Please share any relevant information from your perspective
	YES | NO		

_____ (Probationary Evaluee, Sign and Date)

_____ (Committee Chair, Sign and Date)

Revision by TERB, Spring 2021

_____ (Tenure & Evaluations Coordinator, Sign and Date)

Date _____

Peer Evaluee _____

Peer Review Committee Chair _____

Department _____

PART 1: All members of the PRC will consult with the evaluee, complete this section, and submit to the TERB Coordinator as soon as possible but by no later than the first week of the semester following the peer review report that triggered this improvement plan.

An Improvement Plan addresses all areas in which an evaluee received a notation of "needs improvement" or "unsatisfactory" and provides *specific actions that will be taken so that the evaluee can achieve a "Standard" rating in future evaluations.* The Improvement Plan is typically viewed as complete when the overall rating is "standard" or higher on the next full review report and this Improvement Plan is signed off on as complete by the PRC Chair and the Evaluee.		
Issues/Evaluation Criteria	*Actions* to be taken toward improvement (what do the PRC, evaluee, or other relevant parties need **to do**?)	*Evidence* of Follow-up/Progress (what evidence do the PRC, evaluee, or other relevant parties **need to provide** to show they completed the actions named in column 2?)
Performance Standard: **Issues (include relevant quotes from the Review Report):**	**To address the standards and issues noted in the first column, the Peer Review Committee (PRC), in consultation with the evaluee, recommends the following:**	**To assess the evaluee's progress toward improvement, the PRC requires evidence of the following** [please name the people responsible for providing each piece of evidence]**:**

Will a mentor be assigned to the evaluee?	Mentor's name and department	Mentor's responsibilities	Evaluee's responsibilities	What will be shared with the PRC, who will share it, and when?	Who will connect the mentor and the evaluee?
YES | NO					

Revision by TERB, Spring 2021

Approved by TERB on _____

_____ (Tenure & Evaluations Coordinator, Sign and Date)_____ (Peer Evaluee, Sign and Date)

_____ (Committee Chair, Sign and Date)

_____ (Department Member, Sign and Date)

_____ ~~(Outside Member, Sign and Date) (If applicable)~~

_____ ~~(Division Dean Member of Committee, Sign and Date)~~

_____ ~~(Vice President of Instruction, Sign and Date)~~

PART 2: The PRC Chair and the evaluee will complete this section during or at the end of the period in which the improvement plan is in force. This full form (including Part 1 and Part 2) must be signed and submitted to the TERB Coordinator *with* the next review report submitted after the review report that triggered the improvement plan (e.g., if the Fall 2020 review report triggered an improvement plan, submit this complete form with the Spring 2021 review report). If all performance standards below are marked "yes," *this* improvement plan is considered complete. Note: in addition, a fresh improvement plan must be crafted if the overall rating on the new review report is rated as "needs improvement" or "unsatisfactory;" in that situation, any relevant performance standard, action, and follow-up from *this* improvement plan that is rated "no" below is in force until the new improvement plan is approved.

Performance Standard (from Part 1 of this document)	Did the evaluee complete the recommended actions and show satisfactory improvement?	PRC Chair: Please explain your answer from column 2	Evaluee: please share any relevant information from your perspective
	YES | NO		

_____ (Probationary Evaluee, Sign and Date)

_____ (Committee Chair, Sign and Date)

Revision by TERB, Spring 2021

_____ (Tenure & Evaluations Coordinator, Sign and Date)

Mentors Collaborating with Improvement Plans

The goal of this form is to document the expectations of the evaluee/mentor relationship--including goals, deadlines, responsible parties, and products—within a faculty improvement plan. Example document on second page.

Evaluee Name and Department	
Mentor Collaborating with Evaluee and Department (Must be Tenured Faculty for Probationary Faculty)	
Meeting Schedule and Semesters of Collaboration	
Person Responsible for Connecting the Evaluee with the Mentor	
Person Responsible for Checking in with Evaluee and Mentor during the Semester	
Collaboration Goals	
Products, Responsible Parties, and Due Dates	

_____

TEC Chair Signature

_____

Evaluee Signature

_____

Mentor Signature

_____

TERB Coordinator Signature

If for some reason, the mentor cannot fulfill this plan, they need to contact the TERB Coordinator.

Example

Evaluee Name and Department	*Alexander Hamilton, EHPS (Probationary Evaluee)*
Mentor Collaborating with Evaluee and Department (Must be Tenured Faculty for Probationary Faculty)	*Yaa Gyasi, Performing Arts*
Meetings and Semesters of Collaboration	*Three meetings each semester, Spring 2022 and Fall 2022*
Person Responsible for Connecting the Evaluee with the Mentor	*TERB Coordinator*
Person Responsible for Checking in with Evaluee and Mentor during the Semester	*TEC Chair*
Collaboration Goals	*-Discuss best practices for delivering lectures in an online course/format.* *-Discuss balancing department work with campus work.*
Products, Responsible Party, and Due Dates	*-List of best practices that were shared with the evaluee by the mentor emailed by the mentor to the TEC Chair by November 1st 2022.* *-Summary of key points of "balancing department work with campus work" discussion created by evaluee and emailed to full TEC (faculty and administrators).* *-End of semester summary highlighting main points of discussion between the mentor and the evaluee emailed by the mentor to the TEC Chair and CCed to the evaluee by week 14 of Spring and Fall 2022 semesters.*

Fall 2021 PROBATIONARY Evaluation Calendar

Written explanations on page two.

AUGUST 2021

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SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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DECEMBER 2021

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JANUARY 2022

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FEBRUARY 2022

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August 23-Sept 3: Department Chairs are responsible for establishing the Chair and second faculty member of the Tenure and Evaluations Committee (TEC) for all first-year probationary faculty in the department and verifying committee membership for 2nd, 3rd, and 4th year. The TERB Coordinator and VPI will appoint a random (outside) committee member to all new probationary faculty TEC committees. [This is also the 10-day window for 2nd year probationary faculty to challenge per 17.6.3.]

Sept 7-20: 1st year probationary faculty notified of their TEC composition by Sept. 4th. September 8 is the beginning of the 10-day challenge timeframe for 1st year probationary faculty per Article 17.6.3.

November: Tabulated student evaluations are emailed to the evaluator (specified by the department chair at the beginning of the semester).

Do not discuss ***student evals*** until after evaluee has submitted final grades for Fall 21. (This would include discussing the ***evaluation report*** if it includes student comments.) You may, and should, discuss your ***observation report*** with them as early as is convenient, though, so evaluees have some early feedback.

You may digitally submit the probationary evalution packet here: Submit Documents for Probationary Faculty – Tenure and Evaluations (palomar.edu)

Note: The VPI is no longer natively on a Probationary TEC. Any one member of the TEC or the evaluee may invite the VPI to be part of the TEC. If making this request, please do so as soon as possible and do so in writing, over email, and CC the TEC, the evaluee, and the TERB Coordinator.

By February 7, 2022: **Evaluator meets with evaluee and reviews final report.** Evaluee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report packet (including evaluation, classroom or workplace observation, department chair letter, evaluee PD contract, any improvement plan, and signatures from TEC and evaluee) is remitted to the TERB office. [If the TEC needs the Tenure and Evaluations Office to collect signatures digitally, please email the TERB Coordinator with the request.]

Evaluees have 10 business days from signing the report to attach any official response to their evaluation.

Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.

IMPROVEMENT PLANS

In the event where an improvement plan will be required (i.e., if any rating in the report is mark "needs improvement" or "substandard,") please complete the report and improvement plan draft before the team and the evaluee leave for Winter Break. It is **essential** that the improvement plan process begins as soon as possible.

The TEC refers to the TEC Chair, the 2nd member, the outside member, and the Dean (plus the VPI if invited).

Conducting Classroom Observations Online: Previously, evaluators requested Canvas access via ADAs or the Instruction Office. Now, the evaluees themselves are the ones who grant the observer access to the Canvas shell and then revoke that access when Option (A) is chosen. This is done using the evaluator's full Palomar email address (e.g., llawson@palomar.edu–this is an example; do not add me to your Canvas). This happens in the "People" tab of the evaluee's canvas course, and ATRC helpfully has created a video for how to do that [link]. An evaluator should communicate with the evaluee about when the ***two-week observation window*** will begin. Then, the evaluee must give the evaluator the role of OBSERVER (and only OBSERVER) and then revoke the role after the two week observation period.

NOTE ON COURSE OBSERVATIONS AND STUDENT EVALUATIONS: For all terms (16-week, 12-week, Fast Track, etc.), student evaluations and course observations should begin/occur around the 40% mark and end around the the 80% mark in the semester. Most student evaluations are now conducted using an online system (instead of being deployed on paper, face-to-face), so the Tenure and Evaluations Office may run the evaluations during that entire timeframe in order to maximize response rates. Counselors and Librarian evaluations may start earlier and/or end later based on department need. Exceptions can be made based on need.

For reference, the 40% and 80% marks for a 16-week course are, respectively, the middle of week six (6) and the end of week twelve (12). For an 8-week Fast Track course, it's the beginning of week three (3) (40% mark) and the end of week six (6) (80% mark).

Spring 2022 Probationary Evaluation Calendar

Written explanations on page two.

FEBRUARY 2022

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MARCH 2022

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APRIL 2022

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MAY 2022

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GENERAL NOTES (please read):

For spring semesters, 1st, 2nd, and 3rd year probationary faculty receive student evaluations (but see no observations) in all of their courses, up to load. Courses for 4th year faculty do not have student evaluations nor are their classes observed in spring of their 4th year (for the purposes of tenure unless otherwise allowed via MOU).

For spring semesters, TECs must complete the "Spring Confirmation" document, review it with the evaluee, and collect necessary signatures. Typically, the TEC Chair and one other member of the TEC meets with the evaluee to review this document (it's not a requirement that the full TEC meet with the evaluee to review this form). This document must be sent to the Tenure and Evaluations Office before the team leaves for summer break.

February 7: Completed Fall 2021 probationary review packets (including evaluation, classroom or workplace observation, department chair letter, evaluee PD contract, any improvement plan, and signatures from TEC and evaluee) are due in the TERB office. [If the TEC needs the Tenure and Evaluations Office to collect signatures digitally, please email the TERB Coordinator with the request.]

Late April – May: Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the *Part-Time Checklist* found on the TERB website for components of the evaluation report.

Do not discuss ***student evals*** until after evaluee has submitted final grades for Spring 22. (This would include discussing the ***evaluation report*** if it includes student comments.) You may, and should, discuss your ***observation report*** with them as early as is convenient, though, so evaluees have some early feedback.

By the final day of the semester: TEC Chair and one other member of the TEC meets with the evaluee to review the Spring Confirmation form and collect signatures. Document must be submitted to the TERB Office before the team leaves for summer break.

You may digitally submit the Spring Confirmation form here: Probationary Spring Meeting Confirmation Upload (PDF Only) – Tenure and Evaluations (palomar.edu)

NOTE ON STUDENT EVALUATIONS AND COURSE EVALUTIONS: For all terms (16-week, 12-week, Fast Track, etc.), student evaluations should occur on or after the 40% mark and before the 80% mark in the semester. Most student evaluations are now conducted using an online system (instead of being deployed on paper, face-to-face), so the Tenure and Evaluations Office may run the evaluations during that entire timeframe in order to maximize response rates. Counselors and Librarian evaluations may start earlier and/or end later based on department need. Exceptions can be made based on need.

For reference, the 40% and 80% marks for a 16-week course are, respectively, the middle of week six (6) and the end of week twelve (12). For an 8-week Fast Track course, it's the beginning of week three (3) (40% mark) and the end of week six (6) (80% mark).

Student evaluations are typically not done for 4th Year probationary faculty. If they are required or requested (and permitted), the Tenure and Evaluations Office will provide guidance.

Course observations are typically not done for any probationary faculty during the Spring semester. If they are required or requested (and permitted), the Tenure and Evaluations Office will provide guidance.

Fall 2021 Peer Evaluation Calendar

Written explanations on page two.

AUGUST 2021

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SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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DECEMBER 2021

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JANUARY 2022

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FEBRUARY 2022

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August 23-Sept 3: Department chairs and tenured faculty evaluees determine Peer Evaluation Committee (PRC) and report committee membership to TERB office. Evaluee provides student evaluation method (e.g. two classes) and class selection data (if applicable) to TERB. TERB approval required for PRC Chair when the evaluee is the current department chair.

Sept 13: Completed Spring 2021 evaluation reports are due in the TERB office for Peer faculty evaluated during Spring 2021.

November-Mid-December: Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the *Peer Evaluation Checklist* found on the TERB website for components of the evaluation report.

Do not discuss ***student evals*** until after evaluee has submitted final grades for Fall 21. (This would include discussing the ***evaluation report*** if it includes student comments.) You may, and should, discuss your ***observation report*** with them as early as is convenient, though, so evaluees have some early feedback.

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SIGNATURE PROCESS FOR PEER EVALS

As soon as the evaluation report is complete, submit the evaluation report (only…keep all of the other material) so that the Tenure and Evaluations Office can collect the Dean and Vice President signatures (they sign *before* the evaluee signs). Once the Dean and Vice-President signs, the Tenure and Evaluations Office will return the report to the PRC Chair so they can meet with the Peer evaluee for review and signature.

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By February 28, 2022: **Evaluator meets with Peer evaluee and reviews final report.** Evaluee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; PD report; self-evaluation; and signatures from evaluators and evaluee) is remitted to the TERB office. Peer Evaluation Report Submission – Tenure and Evaluations (palomar.edu)

Evaluees have 10 business days from signing the report to attach any official response to their evaluation.

Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.

Conducting Classroom Observations Online: Previously, evaluators requested Canvas access via ADAs or the Instruction Office. Now, the evaluees themselves are the ones who grant the observer access to the Canvas shell and then revoke that access when Option (A) is chosen. This is done using the evaluator's full Palomar email address (e.g., llawson@palomar.edu–this is an example; do not add me to your Canvas). This happens in the "People" tab of the evaluee's canvas course, and ATRC helpfully has created a video for how to do that [link]. An evaluator should communicate with the evaluee about when the ***two-week observation window*** will begin. Then, the evaluee must give the evaluator the role of OBSERVER (and only OBSERVER) and then revoke the role after the two week observation period.

NOTE ON COURSE OBSERVATIONS AND STUDENT EVALUATIONS: For all terms (16-week, 12-week, Fast Track, etc.), student evaluations and course observations should begin/occur around the 40% mark and end around the the 80% mark in the semester. Most student evaluations are now conducted using an online system (instead of being deployed on paper, face-to-face), so the Tenure and Evaluations Office may run the evaluations during that entire timeframe in order to maximize response rates. Counselors and Librarian evaluations may start earlier and/or end later based on department need. Exceptions can be made based on need.

For reference, the 40% and 80% marks for a 16-week course are, respectively, the middle of week six (6) and the end of week twelve (12). For an 8-week Fast Track course, it's the beginning of week three (3) (40% mark) and the end of week six (6) (80% mark).

Spring 2022 Peer Evaluation Calendar

Written explanations on page two.

FEBRUARY 2022

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MARCH 2022

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APRIL 2022

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MAY 2022

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SUMMER 2022 [...]

SEPTEMBER 2022

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January 31-Feb 11: Department chairs and tenured faculty evaluees determine Peer Evaluation Committee (PRC) and report committee membership to TERB office. Evaluee provides student evaluation method (e.g. two classes) and class selection data (if applicable) to TERB. TERB approval required for PRC Chair when the evaluee is the current department chair.

February 28: Completed Spring 2021 Peer evaluation reports are due in the TERB office for Peer faculty evaluated during Spring 2021.

Late April – May: Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the *Peer Evaluation Checklist* found on the TERB website for components of the evaluation report.

Do not discuss *__student evals__* until after evaluee has submitted final grades for Fall 21. (This would include discussing the *__evaluation report__* if it includes student comments.) You may, and should, discuss your *__observation report__* with them as early as is convenient, though, so evaluees have some early feedback.

Do not discuss *__student evals__* until after evaluee has submitted final grades for Fall 21. (This would include discussing the *__evaluation report__* if it includes student comments.) You may, and should, discuss your *__observation report__* with them as early as is convenient, though, so evaluees have some early feedback.

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SIGNATURE PROCESS FOR PEER EVALS

As soon as the evaluation report is complete, submit the evaluation report (only…keep all of the other material) so that the Tenure and Evaluations Office can collect the Dean and Vice President signatures (they sign *before* the evaluee signs). Once the Dean and Vice-President signs, the Tenure and Evaluations Office will return the report to the PRC Chair so they can meet with the Peer evaluee for review and signature.

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By September 12, 2022: **Evaluator meets with Peer evaluee and reviews final report.** Evaluee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; PD report; self-evaluation; and signatures from evaluators and evaluee) is remitted to the TERB office. Peer Evaluation Report Submission – Tenure and Evaluations (palomar.edu)

Evaluees have 10 business days from signing the report to attach any official response to their evaluation.

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Conducting Classroom Observations Online: Previously, evaluators requested Canvas access via ADAs or the Instruction Office. Now, the evaluees themselves are the ones who grant the observer access to the Canvas shell and then revoke that access when Option (A) is chosen. This is done using the evaluator's full Palomar email address (e.g., llawson@palomar.edu–this is an example; do not add me to your Canvas). This happens in the "People" tab of the evaluee's canvas course, and ATRC helpfully has created a video for how to do that [link]. An evaluator should communicate with the evaluee about when the *__two-week observation window__* will begin. Then, the evaluee must give the evaluator the role of OBSERVER (and only OBSERVER) and then revoke the role after the two week observation period.

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For reference, the 40% and 80% marks for a 16-week course are, respectively, the middle of week six (6) and the end of week twelve (12). For an 8-week Fast Track course, it's the beginning of week three (3) (40% mark) and the end of week six (6) (80% mark).

Fall 2021 Part-Time Evaluation Calendar

Written explanations on page two.

AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

GENERAL NOTES (please read):

All new part-time faculty hires need to be evaluated in their first year of teaching- preferably in their first semester of teaching established PT faculty are evaluated at least once every 3 years.

IMPORTANT: If your part-time faculty member will receive an improvement plan, you must to review their report and improvement plan with them as soon as grades are submitted at the end of the semester or the first possible day of the next semester.

The goal of the improvement plan process is for improvement to be reflected on before the semester begins and to be baked into their approach to their new class; giving them their improvement plan weeks into the semester will not achieve that goal.

Please note that deans might ask the evaluator to send student evaluations, the observation form, and a draft review report after the observation period and before you enter the final evaluative score and meet with the evaluee, per 17.3.1.2. If the dean makes that request per the timeline in 17.3.1.2, it is the evaluator, not TERB, who supplies those documents.

August 23-Sept 3: Department Chairs verify Part-Time Faculty to be evaluated Fall 2021.

Sept 13: Completed Spring 2021 evaluation reports are due in the TERB office for PT faculty evaluated during Spring 2021.

November-Mid-December: Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the *Part-Time Checklist* found on the TERB website for components of the evaluation report.

Do not discuss ***student evals*** until after evaluee has submitted final grades for Fall 21. (This would include discussing the ***evaluation report*** if it includes student comments.) You may, and should, discuss your ***observation report*** with them as early as is convenient, though, so evaluees have some early feedback.

By February 7, 2022: **Evaluator meets with PT evaluee and reviews final report.** Evaluee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; department chair form; and signatures from evaluator, evaluee and department chair) is remitted to the TERB office. (*The TERB office will collect the dean/director's signature).* Link for electronic submission of part-time evaluation reports.

Evaluees have 10 business days from signing the report to attach any official response to their evaluation.

Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.

Conducting Classroom Observations Online: Previously, evaluators requested Canvas access via ADAs or the Instruction Office. Now, the evaluees themselves are the ones who grant the observer access to the Canvas shell and then revoke that access when Option (A) is chosen. This is done using the evaluator's full Palomar email address (e.g., llawson@palomar.edu–this is an example; do not add me to your Canvas). This happens in the "People" tab of the evaluee's canvas course, and ATRC helpfully has created a video for how to do that [link]. An evaluator should communicate with the evaluee about when the ***two-week observation window*** will begin. Then, the evaluee must give the evaluator the role of OBSERVER (and only OBSERVER) and then revoke the role after the two week observation period.

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Spring 2022 Part-Time Evaluation Calendar

Written explanations on page two.

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUMMER 2022 [...]

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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The goal of the improvement plan process is for improvement to be reflected on before the semester begins and to be baked into their approach to their new class; giving them their improvement plan weeks into the semester will not achieve that goal.

Please note that deans might ask the evaluator to send student evaluations, the observation form, and a draft review report after the observation period and before you enter the final evaluative score and meet with the evaluee, per 17.3.1.2. If the dean makes that request per the timeline in 17.3.1.2, it is the evaluator, not TERB, who supplies those documents.

January 31-Feb 11: Department Chairs verify Part-Time Faculty to be evaluated Spring 2022.

February 14: Completed Fall 2021 evaluation reports are due in the TERB office for PT faculty evaluated during Fall 2021.

Late April – May: Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the *Part-Time Checklist* found on the TERB website for components of the evaluation report.

Do not discuss **_student evals_** until after evaluee has submitted final grades for Spring 22. (This would include discussing the **_evaluation report_** if it includes student comments.) You may, and should, discuss your **_observation report_** with them as early as is convenient, though, so evaluees have some early feedback.

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TERB Calendars and Improvement Plan Forms May 2021

Final Audit Report   2021-06-04

Created:	2021-06-04
By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAABBIb4HAeSuY4UdS6SRWWiQyI4E2nrceT

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📄 Document created by Maria Zapien Rangel (mzapienrangel@palomar.edu)
2021-06-04 - 7:48:29 PM GMT- IP address: 205.153.156.222

✉ Document emailed to David Joseph Montoya III (dmontoya@palomar.edu) for signature
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