Evaluations Observer

Purpose: The evaluations observer is a TERB-appointed, tenured faculty member added to all tenured (peer) and probationary evaluation committees where the evaluee is under an improvement plan. Their purpose is to monitor the process and answer process questions for evaluation team members and the evaluee to help ensure the process is followed and is fair.

Selection Criteria:

Evaluations observer selection, a process completed by TERB, is guided by these criteria. The evaluations observer shall:

- o Be approved by TERB
- o Be a tenured faculty member
- o Be knowledgeable of evaluation processes germane to the committee in question
- o Be able to maintain confidentiality
- o Be able to maintain impartiality with respect to the details of an evaluation (the evaluation observer's role is to provide guidance on/understanding of *process* and not guidance on how to interpret evaluation data or what to write in the evaluation report)
- o Not be a member of the evaluee's evaluation committee
- o Not be a member of the evaluee's department
- o Not be immediate family of the evaluee (as noted in BP 7310) nor be a former spouse/partner of the evaluee
- o For probationary faculty committees with an improvement plan, not be an appointee to the Evaluation Appeals Committee

Evaluations Observer Responsibilities:

- Maintain confidentiality and impartiality
- Answer evaluation process questions that evaluation committees or evaluees may have
- Share any process answers with both the evaluation team and the evaluee regardless of who asked the question
- Provide updates to and ask questions of the TERB Coordinator and/or TERB
- Should keep documentation related to their own participation in evaluation meetings
- In collaboration with TERB, keep the evaluation process on track if required

TA'd on 5/27/2022

David Joseph Montoya III
David Joseph Montoya III (May 31, 2022 08:54 PDT)

Barbara Baer (Jun 1, 2022 09:14 PDT)

Fall 2022 Part-Time Evaluation Calendar

Written explanations on page two.

AUGUST 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			

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	

OCTOBER 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					

NOVEMBER 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			

DECEMBER 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

JANUARY 2023

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 2023

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 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.

IMPORTANT FOR FAST TRACK, 4 WEEK, or other partial-semester CLASSES! If a course does not adhere to the typical full-course timeline (FT1, 12 weeks, etc.), student evaluations will be administered by the Tenure and Evaluations Office around the mid-point of the semester. Classroom observations should be conducted after the first 25% of the course has elapsed but before final exams.

August 22-Sept 2: Department Chairs verify Part-Time Faculty to be evaluated Fall 2022.

Sept 12: Completed Spring 2022 evaluation reports are due in the TERB office for PT faculty evaluated during Spring 2022.

Sept 26 – Nov 11: Student evaluations and observations for semester-length classes are typically conducted in this timeframe. PT faculty evaluee submits syllabus and other relevant material to the evaluator. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4th and 14th week of Fall 2022. The evaluator keeps his/her observation form until submitting the final report. Counselors and Librarian evaluations and observations may start earlier and/or end later based on department need.

November: 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 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.

December 16: Unsigned but complete eval packets are due to the Tenure and Evaluations Office.

By February 6, 2023: 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 him 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.

Fall 2022 Peer Evaluation Calendar

Written explanations on page two.

AUGUST 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			

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	

OCTOBER 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					

NOVEMBER 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			

DECEMBER 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

JANUARY 2023

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 2023

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				

August 22-Sept 2: 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. Out-of-cycle peer evaluations include more than these elements.

Sept 12: Completed Spring 2022 evaluation reports are due in the TERB office for Peer faculty evaluated during Spring 2022.

Sept 26 – Nov 11: Student evaluations and observations for semester-length classes are typically conducted in this timeframe. Probationary evaluee submits requested material to their TEC. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. The evaluator should submit their evaluation form to the TEC Chair. Counselors and Librarian evaluations and observations may start earlier and/or end later based on department need.

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.

December 16: Unsigned but complete eval packets are due to the Tenure and Evaluations Office.

Do not discuss ***student evals*** until after evaluee has submitted final grades for Fall 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.

======================================

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.

======================================

By February 20, 2023: **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.

For peer evaluations resulting in a needs improvement rating or lower, please reach out to the TERB Coordiantor to discuss timeline. In those cases, it will be necessary to complete the report and develop an improvement plan in advance of the subsequent semester so there is time to implement the improvement plan.

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 him 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).

Fall 2022 PROBATIONARY Evaluation Calendar

Written explanations on page two.

AUGUST 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			

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	

OCTOBER 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					

NOVEMBER 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			

DECEMBER 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

JANUARY 2023

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 2023

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				

August 22-Sept 2: 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 an 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 5-16: 1st year probationary faculty should be notified of their TEC composition by the week of Sept. 5th. This is the beginning of the 10-day challenge timeframe for 1st year probationary faculty per Article 17.6.3.

Sept 26 – Nov 11: Student evaluations and observations for semester-length classes are typically conducted in this timeframe. Probationary evaluee submits requested material to their TEC. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. The evaluator should submit their evaluation form to the TEC Chair. Counselors and Librarian evaluations and observations may start earlier and/or end later based on department need.

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.

Any probationary TEC under an improvement plan will have an evaluations obsever assigned by TERB to help answer process questions.

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 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.

December 16. Unsigned but complete Probationary Eval packets are due to the Tenure and Evaluations Office.

By February 6, 2023: 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 "unsatisfactory,") 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.

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 him 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.

IMPORTANT FOR FAST TRACK, 4 WEEK, or other partial-semester CLASSES! If a course does not adhere to the typical full-course timeline (FT1, 12 weeks, etc.), student evaluations will be administered by the Tenure and Evaluations Office around the mid-point of the semester. Classroom observations should be conducted after the first 25% of the course has elapsed but before final exams.

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

Spring 2022 Part-Time Evaluation Calendar

Written explanations on page two.

FEBRUARY 2023

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 2023

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 2023

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 2023

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 2023 [...]

SEPTEMBER 2023

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

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.

IMPORTANT FOR FAST TRACK, 4 WEEK, or other partial-semester CLASSES! If a course does not adhere to the typical full-course timeline (FT1, 12 weeks, etc.), student evaluations will be administered by the Tenure and Evaluations Office around the mid-point of the semester. Classroom observations should be conducted after the first 25% of the course has elapsed but before final exams.

January 30-Feb 10: Department Chairs verify Part-Time Faculty to be evaluated Spring 2023.

February 20: Completed Fall 2022 evaluation reports are due in the TERB office for PT faculty evaluated during Fall 2022.

March 6 – May 5: Student evaluations and observations for semester-length classes are typically conducted in this timeframe. PT faculty evaluee submits syllabus and other relevant material to the evaluator. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4th and 14th week of Spring 2023. The evaluator keeps his/her observation form until submitting the final report. Counselors and Librarian evaluations and observations may start earlier and/or end later based on department need.

Late April – Mid-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 23. (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.

May 26: Unsigned but complete eval packets are due to the Tenure and Evaluations Office.

By Sept 11, 2023: 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.

Spring 2023 Peer Evaluation Calendar

Written explanations on page two.

FEBRUARY 2023

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 2023

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 2023

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 2023

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 2023 [...]

SEPTEMBER 2023

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

January 30-Feb 10: 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 20: Completed Fall 2022 Peer evaluation reports are due in the TERB office for Peer faculty evaluated during Fall 2022.

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 Spring 23. (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.

May 26: Unsigned but complete eval packets are due to the Tenure and Evaluations Office.

Do not discuss ***student evals*** until after evaluee has submitted final grades for Spring 23. (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.

=======================================

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.

=======================================

By September 11, 2023: 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 2023 Probationary Evaluation Calendar

Written explanations on page two.

FEBRUARY 2023

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 2023

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 2023

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 2023

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			

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. This document must be sent to the Tenure and Evaluations Office before the team leaves for summer break. --- IMPORTANT FOR FAST TRACK, 4 WEEK, or other partial-semester CLASSES! If a course does not adhere to the typical full-course timeline (FT1, 12 weeks, etc.), student evaluations will be administered by the Tenure and Evaluations Office around the mid-point of the semester. Classroom observations should be conducted after the first 25% of the course has elapsed but before final exams.	**February 6:** Completed. **Completely signed** Fall 2022 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.] **March 6 – May 5:** Student evaluations for semester-length classes are typically conducted in this timeframe. Counselors and Librarian evaluations may start earlier and/or end later based on department need. **Late April – May 12:** 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 23. (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)

TERBdocumentscalendar5.12.22

Final Audit Report   2022-06-01

Created:	2022-05-27
By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAM3xHw97zanQ3IvNCr3V-PAM35SUlDemi

"TERBdocumentscalendar5.12.22" History

Document created by Maria Zapien Rangel (mzapienrangel@palomar.edu)
2022-05-27 - 9:09:00 PM GMT- IP address: 205.153.156.222

Document emailed to David Joseph Montoya III (dmontoya@palomar.edu) for signature
2022-05-27 - 9:09:45 PM GMT

Email viewed by David Joseph Montoya III (dmontoya@palomar.edu)
2022-05-31 - 3:54:13 PM GMT- IP address: 104.47.57.126

Document e-signed by David Joseph Montoya III (dmontoya@palomar.edu)
Signature Date: 2022-05-31 - 3:54:28 PM GMT - Time Source: server- IP address: 172.89.27.192

Document emailed to Jennifer Fererro (jfererro@palomar.edu) for signature
2022-05-31 - 3:54:30 PM GMT

Email viewed by Jennifer Fererro (jfererro@palomar.edu)
2022-06-01 - 2:00:51 AM GMT- IP address: 104.47.56.126

Document e-signed by Jennifer Fererro (jfererro@palomar.edu)
Signature Date: 2022-06-01 - 2:00:58 AM GMT - Time Source: server- IP address: 76.93.146.53

Document emailed to Lawrence Lawson (llawson@palomar.edu) for signature
2022-06-01 - 2:01:01 AM GMT

Email viewed by Lawrence Lawson (llawson@palomar.edu)
2022-06-01 - 4:45:05 AM GMT- IP address: 104.47.57.126

Document e-signed by Lawrence Lawson (llawson@palomar.edu)
Signature Date: 2022-06-01 - 4:45:27 AM GMT - Time Source: server- IP address: 70.95.117.14

Document emailed to Barbara Baer (bbaer@palomar.edu) for signature
2022-06-01 - 4:45:29 AM GMT

PALOMAR COLLEGE | Powered by Adobe Acrobat Sign

Email viewed by Barbara Baer (bbaer@palomar.edu)
2022-06-01 - 4:14:01 PM GMT- IP address: 72.197.247.151

Document e-signed by Barbara Baer (bbaer@palomar.edu)
Signature Date: 2022-06-01 - 4:14:15 PM GMT - Time Source: server- IP address: 72.197.247.151

Agreement completed.
2022-06-01 - 4:14:15 PM GMT