Los Rios Community College District

**Tenure-Track Faculty Evaluation Checklist**

This checklist is to be used for outlining and establishing timelines for tenure-track faculty performance reviews. (Persons whose tenure track services began on or after July 1, 1991.)

Faculty Member:         Hire Date:        Year

Division:        Subject:        Academic Year:

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| Tenure-Track Faculty Peer Review Team MembersIncludes two faculty and the Area Dean – Section 8.6.1.2 |
|       | Faculty |
|       | Faculty |
|       | Area Dean / Administrator |

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| Pre-Review ConferenceCompleted by the 6th week – Section 8.6.2(a) |
| Date:       | Time:       |
| *Signature of Persons Present* |
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| Self-StudyCompleted by the 6th week (not required of first-year, tenure-track faculty – Section 8.6.2(c) and Appendix E |
| Date Received:       |

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| Workstation Observations(s)Completed during the 6th – 15th week. A minimum of three observations to be completed with at least one workstation observation completed before the mid-semester meeting – Section 8.6.2(d) |
| Course | Date | Time | Observer | Completed |
| Date | Initial |
| 1.       |       |       |       |       |  |
| 2.       |       |       |       |       |  |
| 3.       |       |       |       |       |  |
| 4.       |       |       |       |       |  |

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| Mid-Semester MeetingCompleted between the 8th and 10th week – Section 8.6.2(f) |
| Date:       | Time:       |
| *Signature of Persons Present* |
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| Student ReviewsCompleted during the 6th – 15th week. A minimum of three observations to be completed with at least one workstation observation completed before the mid-semester meeting – Section 8.6.2(e) |
| Course | Date | Time | Administered By | Completed |
| Date | Initial |
| 1.       |       |       |       |       |  |
| 2.       |       |       |       |       |  |
| 3.       |       |       |       |       |  |
| 4.       |       |       |       |       |  |

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| Review Team ConferenceCompleted between the 13th and 17th week – Section 8.6.2(g)All elements of the performance review must be completed prior to the review team conference. |
| Date:       | Time:       |
| *Signature of Persons Present* |
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| Performance Review ConferenceCompleted between the 15th and 17th week – Section 8.6.2(h) |
| Date:       | Time:       |
| *Signature of Persons Present* |
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Vice President of Instruction/Student Services Date

*Note: The Area Dean or appropriate administrator is responsible for enforcing the deadlines. The area office will be responsible for receiving and maintaining evaluation information. Failure on the part of the Tenure-Track Faculty Peer Review Team to meet its obligations will result in the administrator giving written notice to the Academic Senate President and the LRCFT College President of the team’s failure to act. The administrator will then proceed with the evaluation. [Article 8.6.1.2.6]*

:forms\tenure track faculty evaluation checklist Rev. 7/08