

TIMELINE

Associate Faculty Evaluations

Deadline*	Responsible Party	Activity
By the end of Week 4	Dean's Office	Notifies Associate Faculty Members (AFMs) scheduled for evaluation. Provides overview of the process, timeline, and identifies name of selected observer
By the end of Week 8	Observer Dean's Office	Contacts AFM to schedule observation and post-observation meeting Distributes student surveys to AFM
By the end of Week 11	Associate Faculty Member Observer	Completes student surveys Completes observation
10 working days after the observation	Observer and Associate Faculty Member	Conducts post-observation meeting and discussion
By the end of Week 13	Dean's Office	Emails survey results to AFM, Observer, Department Chair, and Dean
By the end of Week 15	Evaluator	Completes Evaluation Report and submits original to Dean's Office and sends a copy to AFM
By the end of Week 17	Associate Faculty Member	Signs Evaluation Report in Dean's Office Submits Response to Evaluation Report to Dean's Office (optional)

*adjusted for late-start or short-term classes