

## TIMELINE

### Associate Faculty Evaluations

<b>Deadline*</b>	<b>Responsible Party</b>	<b>Activity</b>
By the end of Week 4	Dean's Office	Notifies Associate Faculty Members (AFMs) scheduled for evaluation and provides overview of the process and timeline
By the end of Week 6	Dean's Office	Notifies AFM of name of selected observer
By the end of Week 8	Observer	Contacts AFM to schedule observation and post-observation meeting
	Dean's Office	Distributes student surveys to AFM
By the end of Week 11	Associate Faculty Member	Completes student surveys
	Observer	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 quantitative 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