

## APPENDIX E-9

### Tenured Faculty Evaluation Checklist

Evaluee \_\_\_\_\_ Academic Year \_\_\_\_\_

- 1. The first week of the fall semester, Human Resources Department notifies the LBCCFA President, Academic Senate President, deans, department chairs and the evaluee, of faculty members to be evaluated.
- 2. Department Heads notify the Human Resources Department and Deans of the Evaluation Team members.
- 3. The Evaluation Team meets with the evaluee for the Annual Evaluation Conference to discuss the evaluation process and procedures, set dates, and review evaluation documents, Appendices E-9 through E-14.
- 4. Schedule and conduct student evaluations for each class (must be conducted by a member of the Evaluation Team and not the evaluee).
- 5. Solicit job-related written evaluation comments from the area dean prior to completion of the Annual Evaluation Report.
- 6. Schedule, conduct, and complete the Peer Observation Reports –Tenured Faculty (E-11.A) and, if necessary, Online Course Checklists – Tenured Faculty (E11.B). One classroom or online observation must be completed by each member of the Evaluation Team.
- 7. Evaluation Team members will meet to complete the annual evaluation process, including review of self- evaluation report, peer observation reports, student evaluations, faculty response to student evaluations, individual Committee member evaluation worksheets and completion of the Annual Evaluation Report (Appendices E-9 through E-14) by May 22.
- 8. Completed Annual Evaluation Report will be forwarded to Human Resources Department, along with Appendices E-9 through E-14. If re-evaluation is necessary, establish re-evaluation team and schedule.

#### Evaluation Team:

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**Evaluation Team Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluee Signature**

\_\_\_\_\_  
**Date**