

## Contract Faculty Evaluation: Dean Checklist

FALL SEMESTER	
By week 4	Confidentiality Agreement- one form signed by all during 1 <sup>st</sup> Meeting
By week 4	1 <sup>st</sup> Meeting Form
By week 10	Coach Evaluation- by Dean for Contract I and II
By Monday of week 12	Administrative Evaluation- complete and email to VPAA, AS Admin. Assistant, & Evaluation Team
Between weeks 13-14	2 <sup>nd</sup> Meeting Form
By week 14	Tenure Recommendation- completed during 2 <sup>nd</sup> Meeting, when applicable

SPRING SEMESTER	
By week 3	3rd Meeting Form
Prior to 4 <sup>th</sup> Meeting	Review Self-Evaluation Narrative/Equity Reflection
Between weeks 13-14	4th Meeting Form