

PERIODIC EVALUATION QUICK REFERENCE CHART

Tenured and Probationary Faculty

| | Tenured Faculty | Probationary Faculty |
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| When Review Takes Place: | Spring semester (see timelines for more details) | Fall semester (see timelines for more details) |
| Frequency of Evaluation: | Intervals of no greater than five (5) years since last performance review or periodic evaluation. A change in appointment status may also alter the frequency of the evaluation. (Consult your College RTP Representative; see Evaluation Schedule.) | In years 1, 2, 4, and 5. Note: year 1 can be substituted for a mentoring meeting with department chair/school director. (Consult your College RTP Representative; see Evaluation Schedule.) |
| Reviewees: | Tenured faculty including SSPARs, Pre-Retirement Reduction in Time Base, and Reduced Worktime Program participants. *FERP faculty are not required to be evaluated. | Probationary faculty including SSPARs. |
| Purpose: | Maintaining and improving a tenured faculty unit employee's effectiveness. | Provides the department an opportunity to evaluate the strengths and weaknesses of a candidate without making a personnel recommendation. |
| Procedures/ Criteria to be used: | See department and/or college policy. | |
| Reviewing Bodies: | <ol style="list-style-type: none"> 1. Department/School Peer Review Committee 2. Dean of College (or designee such as department chair or Associate Dean) | |
| IVC Faculty with Joint Appointment in San Diego Campus Department: | <ol style="list-style-type: none"> 1. IVC peer review committee <ul style="list-style-type: none"> • 1 Chair – IVC tenured faculty • 1 SD Campus tenured faculty • 1 SD Campus or IVC tenured faculty (selected by reviewee) 2. IVC Dean | <ol style="list-style-type: none"> 1. SD Campus department/school peer review committee 2. SD Campus department chair/school director 3. IVC peer review committee 4. IVC Dean |
| Materials Reviewee Should Submit: | Candidate Statement Curriculum Vitae Prior Years' Teaching Evaluations Prior Years' Periodic Evaluations and Performance Reviews (if applicable) Peer Observation Annotated Bibliography | |
| Material to be Filed in PAF: | Evaluation Forms/Letters from all reviewing bodies; not submitted materials. | |