

## PERIODIC EVALUATION QUICK REFERENCE CHART

### Tenured and Probationary Faculty

	<b>TENURED FACULTY</b>	<b>PROBATIONARY FACULTY</b>
<b>When Review Takes Place:</b>	Spring semester (see timelines for more details)	Fall semester (see timelines for more details)
<b>Frequency of Evaluation:</b>	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.)
<b>Reviewees:</b>	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.
<b>Purpose:</b>	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.
<b>Procedures/ Criteria to be used:</b>	See department and/or college policy.	
<b>Reviewing Bodies:</b>	<ol style="list-style-type: none"> <li>1. Department/School Peer Review Committee</li> <li>2. Department Chair/School Director (serves as Dean's designee)</li> </ol>	
<b>IVC Faculty with Joint Appointment in San Diego Campus Department:</b>	<ol style="list-style-type: none"> <li>1. IVC Peer Review Committee <ul style="list-style-type: none"> <li>• 1 IVC tenured faculty</li> <li>• 1 SD Campus tenured faculty</li> <li>• 1 SD Campus or IVC tenured faculty (selected by reviewee)</li> </ul> </li> <li>2. IVC Division Chair (Dean's designee)</li> </ol>	<ol style="list-style-type: none"> <li>1. SD Campus Department/School Peer Review Committee <b>AND</b> IVC Peer Review Committee</li> <li>2. SD Campus Department Chair/School Director <b>AND</b> IVC Division Chair (Dean's designee)</li> </ol>
<b>Materials Reviewee Should Submit:</b>	<ul style="list-style-type: none"> <li>• Narrative Statement</li> <li>• Curriculum Vitae</li> <li>• Prior Years' Teaching Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Data Summary</li> <li>• Prior Years' Teaching Evaluations</li> <li>• Prior Years' Periodic Evaluations <b>AND</b> Performance Reviews (if applicable)</li> <li>• Peer Observation (if requested by department or candidate)</li> </ul>
<b>Material to be Filed in PAF:</b>	Evaluation letters from all reviewing bodies; not submitted materials.	