

## Trinity Valley Community College Evaluation Deadlines for Faculty Spring 2020

**Wednesday, January 15, 2020 – Friday, February 14, 2020** – Faculty will fill out the electronic version of the **Faculty Evaluation by Division Chair, Dean, Provost or Associate VP** form using the *results from their Spring 2019 student evaluation of faculty*, and email a copy to their immediate supervisor and then the faculty members immediate supervisor will have until **Friday, March 13, 2020** to schedule an appointment to finalize the evaluation. At this time, the faculty member and their supervisor will sign a copy of the form that will be kept on file in the appropriate supervisor's office, unless other electronic arrangements are made between the faculty member and their supervisor.

**Wednesday, January 15, 2020 – Friday, February 14, 2020** – – An email link from the Institutional Research (IR) department will be emailed to the VPI to send to faculty, or the VPI may designate the IR Director to email it out to evaluate their Associate Vice President, Provost, Dean or Division Chairperson.

**Wednesday, January 15, 2020 – Friday, February 14, 2020** – – An email link will be sent by IR to the employees that report to the Vice President of Instruction for them to submit an evaluation of the VPI.