



**SOUTH TEXAS  
COLLEGE**

**FACULTY EVALUATION TIMELINE**

**Lecturer/Adjunct/Dual Credit**

Evaluations are Conducted Between *January and December*

<b>Faculty Category Lecturer/Adjunct/Dual Credit</b>
<b>Self-Evaluation</b> A Self Evaluation is optional but not required.
<b>Classroom Observation</b> Classroom Observation is conducted by the Program Chair or a designee during the first semester of teaching. Subsequently, faculty who receive an acceptable evaluation will be evaluated only once per year. The Classroom Observation is scheduled between the 3 <sup>rd</sup> and 12 <sup>th</sup> weeks of the semester.
<b>Evaluation by Supervisor</b> Program Chair completes <i>Supervisor Evaluation</i> .
<b>Faculty &amp; Chair Conference</b> Program Chair conducts a Final Conference with faculty to review the results of the Classroom Observation and the Supervisor Evaluation. Evaluation packet is signed by the faculty member and chair. <b>The faculty member must receive a copy of the evaluation at the final conference.</b>
<b>Submission of Documents</b> <b>Faculty: A copy of the completed packet is provided to the faculty member during the final conference.</b> (Recommended that chair make two sets of copies for the final conference so at the end of the meeting both copies can be signed and faculty can take a signed <b>evaluation packet with them.</b> )  <b>Dean:</b> Program Chair submits completed evaluation packet to the Dean for review and signature.