

## The timeline for the full-time faculty performance review process:

Due Dates	Item Description	Process
Last class day of each term	Learner Evaluation of Faculty Performance completed online	Available to students in all classes for all terms, online through My NWACC Connection and managed by SmartEvals. The evaluations should open after the final withdrawal date and close on the last class day of terms with final examination periods or on the Sunday before the last day of the term for terms without designated final examination periods. Faculty are asked to encourage students to complete the evaluation.
Nov 30 or March 15 for spring observations	Perform Classroom Observation of new faculty	Each Division Dean or designee must observe all first-year instructors. Observations will be included in the Faculty Performance Review as evidence. (Use FORM C)
After the last day grades are due for each term	Learner evaluation results available online to each faculty member and supervisors in My NWACC Connection	Results are posted under the "course evaluations" tab
Dec 15 or March 31 for spring observations	Classroom Observation Form distributed to faculty	The Forms completed in the Fall should be returned to the faculty for inclusion in the Faculty Performance Review.
Feb 1-Apr 30	Faculty Performance Review completed by Faculty due to Division Dean	<ol style="list-style-type: none"> <li>1. The Faculty Member completes the "Self" section of the Faculty Performance Review by using learning-driven evidence compiled in his or her portfolio.</li> <li>2. The Faculty Member completes the "Student" section of the Faculty Performance Review by using data from the Learner Evaluation of Faculty Performance.</li> <li>3. The Faculty Member schedules a time to meet with his or her supervisor to discuss the annual performance review and all submitted evidence.</li> </ol>
May 15	Faculty Performance Review Completed	Both parties should keep copies of the review. Human Resources should also receive a copy of the Faculty Performance Review Summary. (FORM E)
Nov 15 of the following Fall	Division Dean and Faculty revisit to discuss the faculty improvement plan	