CAL MARITIME

Timeline for *Full-Time* Lecturer Evaluations with One-Year or Three-Year Appointments Spring Semester 2014

Procedures	Due Dates
1. The department peer review committee is formed. When practicable, the committee shall be identical to the department RTP committee from the Fall. (See the procedures specified in the RTP Policy (Policy 526).	Fri, Jan 31
2. The lecturer *may* ask tenured/tenure-track peers to provide written input or review on behalf of the lecturer. The lecturer *may* submit this input or review to his/her department chair.	Fri, Feb 14
3. The lecturer *may* submit his/her Annual Self-Assessment (Senate Policy 528, Appendix A), a copy of his/her appointment letter, and other evaluative material to his/her department chair and his/her department peer review committee.	Mon, Feb 17
4. The department chair completes the Department Chair's Annual Evaluation (Senate Policy 528, Appendix B) and forwards the evaluation to the Academic Dean and gives a copy to the lecturer.	Mon, Mar 3
5. The department peer review committee completes the Department Peer Review Committee's Evaluation (Senate Policy 528, Appendix C) and forwards the evaluation to the Academic Dean and gives a copy to the lecturer.	Mon, Mar 3
6. The lecturer may write a response to the department chair's evaluation and/or the department peer committee's evaluation. The lecturer shall give the response to the Academic Dean and provide a copy of the response to the department chair and/or the chair of the peer review committee.	Tue, Mar 11
7. The Academic Dean completes the appropriate portions of the Department Chair's Evaluation and the Department Peer Review Committee's Evaluation. If the Dean does not concur with the evaluation of the department chair or the department peer review committee, the Dean shall write a separate evaluation. The Dean shall give the lecturer a copy of the department chair's evaluation and the peer review committee's evaluation, which now include the Dean's input. If the Dean writes a separate evaluation, the Dean shall give a copy to lecturer.	Tue, Mar 18
8. The lecturer may write a response to the Academic Dean's evaluation and if such a response is written, the lecturer shall give the response to the Academic Dean. The lecturer shall give a copy of his/her response to his/her department chair.	Fri, Mar 28
9. The Academic Dean shall forward all evaluation material, including responses from the lecturer to the Human Resources Office. The Human Resources Office shall insert all evaluation material and responses into the lecturer's Personnel Action File.	Wed, Apr 2

Steve Browne, Director of Faculty Affairs