

ADMINISTRATIVE FACULTY PLANNING, ASSESSMENT AND EVALUATION TIMELINE

August 2018	<p>The Office of Institutional Effectiveness finalizes the 2018-2019 TCC Goals for Student Progression.</p> <p>The President's Cabinet and Guided Pathways Deans provide the Office of Institutional Effectiveness with strategies and assessment plans for meeting the 2018-2019 TCC Goals for Student Progression.</p>
October 2018	<p>The Office of Human Resources selects and notifies administrative faculty and their supervisors of the formative feedback process for 2018-2019.¹</p>
October - December 2018	<p>The Office of Institutional Effectiveness provides Information sessions on VCCS Performance Funding Metrics.</p>
November 26, 2018	<p>Faculty Staffing Plan due.</p>
January 14, 2019	<p>Supervisors meet with administrative faculty to discuss and document progress toward accomplishment of 2018-2019 working priorities.</p>
January 28, 2019	<p>The President's Cabinet and Guided Pathways Deans submit mid-year assessments of the 2018-2019 TCC Goals for Student Progression to the Office of Institutional Effectiveness.</p>
March 4, 2019	<p>Unfunded Budget priorities due.</p>
March-May 2019	<p>Budget workgroup meetings</p>
April 15, 2019	<p>Supervisors solicit formative feedback. Respondents use the <u>Formative/360 Feedback Instrument</u>.</p>
April 2019	<p>Presidential Campus Meetings.</p>
May 13, 2019	<p>Formative/360 Feedback Instrument Forms returned to Supervisor Self-Assessment Forms returned to supervisor.</p>

¹ ¹ Per VCCS policy 3.6.1.4.vii, effective July 1, 2016 formative feedback must be collected on every faculty member once every three years. Formative feedback involves sampling direct reports, peers, individuals to whom the faculty member provides a service, and individuals with whom the faculty member has professional interactions.

May-July 2019	Office of Institutional Effectiveness finalizes the 2019-2020 Goals for Student Progression and provides 2018-2019 end-of-year report.
May-June 2019	Administrators' Work session.
May 2019	Administrators submit proposed working priorities for 2019-2020 to supervisors.
June 17, 2019	<p>Supervisors meet with administrative faculty to discuss accomplishment of 2018-2019 working priorities and overall performance in the period July 2018 through June 2019. Meetings are documented with the <u>Performance Evaluation Forms</u>.</p> <p>Originals of the forms are submitted to the Office of Human Resources for retention in the perspective administrator's personnel file; the supervisor and administrator retain copies.</p> <p>NOTE: if the administrator indicates intent to submit comments, the supervisor will hold the original of the performance evaluation form until the comments are received, but no later than <u>June 30, 2019</u>.</p>
June 28, 2019	<p>Supervisors and administrators discuss and agree to 2019-2020 working priorities.</p> <p>If desired, administrators provide comments regarding supervisor's evaluation of their performance and working priorities achievement. Comments are attached to the Performance Evaluation forms.</p> <p>Supervisors submit the completed Performance Evaluation Forms to the Office of Human Resources.</p> <p>Presidential Cabinet Staff, Pathway Deans, and Guided Pathways Initiatives provide strategies and assessment plans for meeting the 2019-2020 TCC Goals for Student Progression to the Office of Institutional Effectiveness.</p>