

Merritt College
Faculty Evaluation Facilitator Job Description
Evaluations of Tenured and Part-time Faculty

- At the beginning of each semester, send spreadsheet to Department Chairs and Administrators showing status of evaluations (e.g. date faculty last evaluated, semesters in pool, rating, etc.)
- Remind faculty with incomplete evaluations from the previous semester(s) to complete and turn them in, if any
- Remind Department Chairs to select faculty evaluators by the 5th week of the semester
- Follow-up with Vice President of Instruction and Deans regarding departments who have not submitted evaluators by the end of the 5th week of the semester and to assign faculty evaluators during the 6th week of the semester
- When the District spreadsheet becomes available after census date, all part-time faculty (new and returning) with loads will be added/deleted from the spreadsheet.
- Send weekly updated spreadsheets to Administrators and Department Chairs
- Send weekly Friday Notes to entire Merritt faculty with reminders, FAQs, etc.
- Post completed evaluation packets to spreadsheets and send confirmations to Evaluatee, Evaluator, Dean and Vice President of Instruction
- File originals and maintain files in locked file cabinet in Vice President of Instruction Office area
- Send status checks/reminders to Evaluators, Evaluatees and/or Administrators, as needed
- Notify Dean regarding evaluations that remain incomplete four weeks prior to the end of the semester.
- Make copies at the end of the evaluation process for all necessary parties (if or when requested)
- Assist faculty with timesheet completion for stipends and submit them to Vice President of Instruction for signature; follow-up, if necessary
- Create and send a list of faculty to be paid stipends to Vice President of Instruction office to complete personnel action forms (EPAFs) [part-time evaluators paid \$60/evaluation; contract faculty paid \$60 for completing more than 3 evaluations].
- Answer emails (over 600 this semester alone), meet with VPI/Dean/faculty, and manage anything else that comes up re: faculty evaluations.
- Complete a summary report for VPI at the end of every semester/academic year
- At the conclusion of each academic year, post updates to the district spreadsheet located in the Dropbox

Beginning Fall 2015, the Faculty Evaluation Facilitator began preparing packets containing all necessary forms for classroom instructors, counselors and librarians along with a checklist and instructions.

Revised June 18, 2016