

10.5 Evaluation Procedure

10.5.1 Notification

No later than the third week of the semester in which a unit member is scheduled to be evaluated, based upon the timelines described above in section 10.3, the Vice President for Academic Services or the Vice President for Student Services, as appropriate, or their administrator designee, shall send a written or email notification to the unit member of that semester's evaluation. In this notification, the Vice President, or administrator designee, shall

discipline of the unit member. If there is no regular faculty member in the unit member's department or discipline who is available to serve as a peer evaluator, the peer evaluator may be selected from outside the unit member's department or discipline. The unit member shall select a peer evaluator no later than the fourth week of the semester in which the unit member is scheduled to be evaluated. If the unit member does not select a peer evaluator, a peer evaluator will be selected by the administrative evaluator.

10.5.3 Pre-Observation Confer Regardless of whether at the election of the unit member a pre-observation conference is or is not held, the time of the observations and the time of the post-observation conference shall