LASC Faculty Evaluation Process

Step 1: At the beginning of the spring and fall terms/semesters a copy of the schedule for that semester is downloaded from ESC into an Excel spreadsheet and sorted by Department and Class Code (Full- or Part-time instructors) to create the log/database for that semester.

Step 2: The evaluation due date for each person is calculated based on contractual obligation and the previous semesters Evaluation log/database. The Next Eval Due and the Eval Status is updated on the report for all faculty members. The font color is changed to RED on those evaluations that are overdue. The report is sent to the Department Chairs and the Deans.

Step 3: After an evaluation is completed by the Department Chair, it goes to the Dean for review and then to Academic Affairs to be logged and a letter is generated to be sent to the employee along with their copy of their evaluation.

Step 4: The evaluation, all documentation, and the letter are forwarded to the Vice President of Academic Affairs for review and signature. Once the VP returns the evaluation, documentation and the letter, two copies of the letter and the official evaluation are made. One set goes to the employee. One set is filed.

Step 5: The original evaluation goes to the District Office to the attention of Ms. Pat Martinez. Any and all committee notes, student and self-evaluations stay on campus to be filed with the evaluation copy. The Evaluation log is updated – on the department worksheet and on the Evaluation Log with the date it was sent to the District Office.