**Laney College**

**Part-Time and Tenured Faculty Evaluation Planning Worksheet**

*(Please fill out one form for each instructor due to be evaluated)*

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| Name of Faculty Evaluee: |  |
| Department: |  |
| Evaluator: |  |
| Administrator: |  |
| Date of **Classroom Observation**:  (Please schedule all observations prior to April 7, 2017.) |  |
| Date **Student Evaluations** will be conducted and turned in to Ann Childress at the District office:  (with the appropriate cover sheet) |  |
| Date **Self Evaluation** will be submitted:  (Due to the evaluator on the day of the classroom evaluation or at a later date if mutually agreed to.) |  |
| Date **Administrative Evaluation** will be completed: |  |
| Date of summary meeting between evaluator and evaluee: |  |
| Date **Summary Report** will be completed: |  |
| Date all evaluation documents will be turned in to the Office of Instruction: |  |

***All Evaluation Documents are due to the Office of Instruction (Christy Blue, T-703) no later than May 4, 2017.***

**This Form is due by February 20, 2017** to [mfossum@peralta.edu](mailto:mfossum@peralta.edu) and [drichardson@peralta.edu](mailto:drichardson@peralta.edu).