

Timeline for Completion of Project Excel 2020 – 2021 Evaluation

FYI - For new Project EXCEL instructors teaching yearlong or spring courses, we will make a note on the Performance Reviews that all new instructors will be sent a CIP request in June, along with a copy of their SurveyDIG results. These will be due to our office by September 1.

By April 30

Dual Credit Administrators will upload signed Adjunct Faculty evaluations to the respective Google or Shared Drives.

By May 31

Dual Credit Administrators will review all Adjunct Faculty Evaluations, and any required CIP requests from fall courses, and upload documents to the Provost Google folder.

By September 7

Dual Credit Administrators will review and upload spring and yearlong SurveyDIG data, and completed CIP (if applicable), to the Provost Google Folder.