

## Appropriate Review Process

- When the evaluation packet is completed, the appropriate College-Wide Dean will sign the evaluations and forward the packet to the Dean of Instruction for review
- Once the Dean of Instruction reviews and signs the evaluations the packet will be forwarded the appropriate Division Chair who will review the documents with the faculty member and provide the instructor with the opportunity to make any written comments and sign the appropriate forms
- Signed evaluation packets will be returned to the Dean of Instruction for review of comments. Final signed packets will be housed in the individual's personnel file in Human Resources.