

- 6.2.4.1 The administrator or designee shall notify the faculty member in advance of the evaluation visit;
- 6.2.4.2 The official administrative evaluation of a faculty employee shall be recorded on the administrative evaluation form contained in Appendix J1, or as modified according to Section 6.5;
- 6.2.4.3 Upon request by the administrator or designee conducting the evaluation, the faculty employee shall provide copies of the course description/green sheet, tests and other assessment instruments, assignments, and other documents reasonably related to the observation and the evaluation criteria stated in Appendix J1, Section II. Such a request may be made prior to, or at the conclusion of, the evaluation visit;
 - 6.2.4.3.1 Instructors of online courses shall be given the opportunity to provide written guidance to the administrator or designee regarding course organization and content that is applicable at the time of review;
- 6.2.4.4 The duration of the evaluation visit shall be normally, but not less than, one academic hour (50 minutes).
 - 6.2.4.4.1 The duration of an evaluation for an online course shall be normally, but not less than, two hours (120 minutes).
- 6.2.5 If requested by the faculty employee, the appropriate administrator shall provide to the faculty employee an opportunity for a post-evaluation discussion. Within 20 school days of the evaluation visit, the appropriate administrator shall provide to the faculty employee a completed and signed copy of the evaluation. Timelines may be extended by mutual consent.
 - 6.2.5.1 Normally, no attachments shall be made to the evaluation except by mutual consent of the faculty employee and the administrator.
 - 6.2.5.2 Notwithstanding the above, on a case by case basis, an attachment may be made by either the administrator or the faculty employee provided that any such documentation is timely, credible, reasonably related to the evaluation, and consistent with the provisions of Article 8.4 and 8.5.
- 6.2.6 Within 10 school days of receipt of the completed evaluation form, the faculty employee may elect either to sign the official administrative evaluation form, or, after reviewing the evaluation, to submit a response stating his or her reasons for refusing to sign the official administrative evaluation form. The signed evaluation form, or the evaluation form