**J1 (Peer and Administrative) Process**

Evaluators have a specific role that has been negotiated with FA so there are limitations to what can be accessed in the Canvas course.

Evaluators will be placed into the identified courses on the form that have been agreed upon by the tenure committee members and candidates.

Evaluators will be added on Monday of the week identified and removed the following Monday. Evaluators cannot exceed the contractual time limitation for a J1 in online courses during the week the course is available.

Evaluators are strongly encouraged to use the attached pre-observation form to assist in gathering information that would be helpful to completing the J1.

The request form below needs to be completed at least a week in advance of the requested week. Given the volume of evaluations this term and capacity of the office, ***exceptions cannot be made for late requests for access.***

<https://forms.gle/vAC1A3Qx9j2M7jm66>

Once an evaluator completes the observation and is ready to input the information in to the Smartsheet J1. This is available on the Tenure Review website here: <https://www.deanza.edu/tenurereview/>

**J2W (Student) Process**

For J2W evaluations, all instructors will receive an email (not sent through Canvas, but directly to FHDA email) at the end of Week 2 describing how Course Eval HQ works, and how to request a student evaluation.

[Sample Letter](https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10199797_fhda_edu/EeGb48fWX6hKj08epUmh7TYBNmaprEc161WFRGtKjyqACQ?e=C7TmSd)

[Form for Evaluation Requests](https://docs.google.com/forms/d/e/1FAIpQLScbJbB92PE-E8fw8BEZVaxebDAq66-8oLlaRkR1xqB0FZEZHw/viewform)

The form linked above is open until the end of Week 4.

The Wednesday before the evaluation week, the instructor and designee receive an email with instructions and what to expect.

[Sample Letter for Instructors](https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10199797_fhda_edu/EfD9_PgIa59DqVMVkeM_LdcBBCLXuCHQpa56ITOAQ1ja8w?e=cGI7ap)

[Sample Letter for Designees of Tenure Track Faculty](https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10199797_fhda_edu/ESmRVjhTTCJNqf5NojwklKkBUXMFNMXPFfAH-7KK59J1oA?e=MPOmRS)

[Sample Letter for Designees of other Faculty](https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10199797_fhda_edu/EWakRDa6IUJCsaulFByXDL8BDQmELREYd2l2VJfgRg0ywA?e=n6Z88H)

The Friday before the evaluation week, Online Ed sets up the Course Eval HQ software in Canvas for each J2W requested using the form.

Evaluations are open Monday at 8:00am to Sunday at 11:59pm. Students receive an announcement and reminders are sent if participation is low (monitored by Online Ed).

Designees get the results when the evaluation closes.

The designee completes the tabulation sheet for Part A of the J2W and submits per the regular process for tenure review. After final grades submission, Part B is shared and reviewed with the tenure candidate and committee members.