

Full-Time Teaching Faculty - Annual Performance Evaluation Steps

The actions/steps for the FY 2024-2025 performance evaluation process are outlined below:

PERFORMANCE EVALUATION PROCESS – TEACHING FACULTY			
Steps	Action/Steps to Complete	Person to Complete Step	Due Date
1.	Teaching Faculty complete Self-Evaluation Form electronically in NEOED	Teaching Faculty	3/31/2025
2.	Division Chairs/Teaching Faculty Supervisors complete Supervisor Evaluation Form electronically in NEOED	Division Chair/Teaching Faculty Supervisor	6/15/2025
3.	Division Chairs/Teaching Faculty Supervisors meet with Teaching Faculty to discuss job performance	Division Chair/Teaching Faculty Supervisor	6/15/2025
4.	Division Chairs/Teaching Faculty Supervisors electronically sign evaluation in NEOED	Division Chair/Teaching Faculty Supervisor	6/15/2025
5.	Supervisors in the chain of command (e.g., Associate Vice President, Provost) electronically review and acknowledge the evaluation in NEOED	Supervisors in Chain of Command	7/15/2025
6.	Teaching Faculty review and sign completed electronic evaluation documents in NEOED	Teaching Faculty	7/31/2025
7.	Teaching Faculty wishing to dispute the evaluation outcome must email concerns in writing to the Human Resources Office (hr@lee.edu) by the assigned deadline	Teaching Faculty	5 business days after receiving the completed evaluation in NEOED

NEOED Access

Log into NEOED using the College's [Single Sign On \(SSO\) website](https://leecollege.onelogin.com/launch/1566527) (<https://leecollege.onelogin.com/launch/1566527>). When logging in to the SSO site, use the username and password IT created for you. If you need assistance logging into SSO, contact the IT Help Desk – Email: helpdesk@lee.edu, Phone: 281.425.6952.

Questions/Assistance

If you have questions about the steps listed above or need help using NEOED, please contact the Human Resources Staff – Email: hr@lee.edu, Phone: 281.425.6875.