

Faculty Evaluations Timeline: FALL 2017

The procedures for evaluation of faculty are outlined in Article VII of the CCFT contract, which can be found at: [http://cuesta.edu/about/depts/humanresources/Collective Bargaining Agreements.html](http://cuesta.edu/about/depts/humanresources/Collective_Bargaining_Agreements.html)

Evaluation components:

- Self-evaluation
- Peer Review
- Student Evaluation
- Administrator Evaluation

Evaluation forms are located at:

[http://www.cuesta.edu/about/depts/humanresources/Faculty Evaluations.html](http://www.cuesta.edu/about/depts/humanresources/Faculty_Evaluations.html)

The general timeline for evaluations is as follows:

Task	Responsibility	Tenure Track or FT Temp.	Full Time Regular	Part-time
Peer committee submitted to dean	<ul style="list-style-type: none"> • Chair • Director 	Week 4 9/11/17-9/15/17	Week 4 9/11/17-9/15/17	Week 4 9/11/17-9/15/17
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 9/25/17-9/29/17	Week 6 9/25/17-9/29/17	Week 6 9/25/17-9/29/17
Student evaluations for full semester face to face courses and all first half of semester courses*	<ul style="list-style-type: none"> • Peer Committee • Faculty Member 	Week 8-10 10/9/17-10/27/17	Week 8-11 10/9/17-11/3/17	Week 8-12 10/9/17-11/10/17
Student evaluations for on-line full semester courses and all second half of semester courses**	<ul style="list-style-type: none"> • Peer Committee • Faculty Member 	Week 11 10/30/17-11/3/17	Week 11- 12 10/30/17-11/10/17	Week 11-13 10/30/17-11/17/17
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> • VPAA Sup. Tech 	Week 12 11/6/17-11/10/17	Week 13 11/13/17-11/17/17	Week 14 11/20/17-11/24/17
Self-evaluations due to peer evaluators and/or Dean	<ul style="list-style-type: none"> • Faculty • Peer Committee 	One week prior to post-eval conf.	One week prior to Post-eval conf.	One week prior to post-eval conf.
Completed peer evaluations submitted to Dean's office ***	<ul style="list-style-type: none"> • Faculty • Peer Committee 	Week 14 11/20/17-11/24/17	Week 15 11/27/17-12/1/17	Week 16 12/4/17-12/8/17
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-17 11/20/17-12/15/17	Week 15-17 11/27/17-12/15/17	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 18 12/18/17-12/22/17	N/A	N/A
Evaluations sent to Human Resources by Dean	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 12/18/17-12/22/17	Week 18 12/18/17-12/22/17	Week 18 12/18/17-12/22/17

* Participating students identified at the beginning of week 8.

** Participating students identified at the beginning of week 11.

*** The faculty member has 10 days to attach written comments to the peer evaluation from the time of receipt.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUGUST	13	14	15 FLEX DAY	16 FLEX DAY	17 FLEX DAY	18 FLEX DAY OPENING DAY	19
	20 Wk 1 DEADLINE: DROP CLASSES W/FULL REFUND*	21 INSTRUCTION BEGINS	22	23	24	25	26
	27 Wk 2	28	29	30	31	1	2
SEPTEMBER	3 Wk 3 DEADLINE: DROP 18WK COURSES W/PARTIAL REFUND* ADD W/ADD CODE DROP W/O "W"	4 HOLIDAY	5 CENSUS DATE FULL SEMESTER COURSES	6	7	8	9
	10 Wk 4	11	12	13	14	15 DEADLINE: PASS/NO PASS CREDIT BY EXAM INDEP. STUDY SUBMIT REFUND REQUEST	16
	17 Wk 5	18	19	20	21	22	23
	24 Wk 6	25	26	27	28	29	30
OCTOBER	1 Wk 7	2	3	4	5	6 FLEX DAY	7
	8 Wk 8	9 FLEX DAY	10 FLEX DAY	11	12 DEADLINE: APPLY FOR SPRING GRAD PRIORITY	13	14
	15 Wk 9	16	17	18	19	20	21
	22 Wk 10	23	24	25	26	27	28
	29 Wk 11	30	31	1	2	3	4
NOVEMBER	5 Wk 12	6	7	8	9	10 HOLIDAY	11
	12 Wk 13 DEADLINE: DROP W/ "W"	13	14	15	16	17	18
	19 Wk 14	20	21	22	23 HOLIDAY	24 HOLIDAY	25 HOLIDAY
	26 Wk 15	27	28	29	30	1	2
DECEMBER	3 Wk 16	4	5	6	7	8	9
	10 Wk 17	11	12	13	14	15	16 FINALS BEGIN
	17 Wk 18	18 ←	19 FINALS WEEK	20	21	22 INSTRUCTION → ENDS	23
	24	25 BOARD HOLIDAY	26 BOARD HOLIDAY	27 BOARD HOLIDAY	28 BOARD HOLIDAY	29 BOARD HOLIDAY	30
	31	1 BOARD HOLIDAY	2 BOARD HOLIDAY	3	4	5	6