

Faculty Evaluations Timeline: SPRING 2024

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 Office of Instruction	<ul style="list-style-type: none"> • Chair • Director 	Week 4 2/5/24-2/9/24	Week 4 2/5/24-2/9/24	Week 4 2/5/24-2/9/24
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 2/19/24-2/23/24	Week 6 2/19/24-2/23/24	Week 6 2/19/24-2/23/24
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 3/4/24-3/22/24	Week 8-11 3/4/24-4/5/24	Week 8-12 3/4/24-4/12/24
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 4/1/24-4/5/24	Week 11- 12 4/1/24-4/12/24	Week 11-13 4/1/24-4/19/24
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> • VPI Support Staff 	Week 12 4/8/24-4/12/24	Week 13 4/15/24-4/19/24	Week 14 4/22/24-4/26/24
Self-evaluations due to peer evaluators and/or Office of Instruction	<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 Office of Instruction ***	<ul style="list-style-type: none"> • Faculty • Peer Committee 	Week 14 4/22/24-4/26/24	Week 15 4/29/24-5/3/24	Week 16 5/6/24-5/10/24
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-16 4/22/24-5/10/24	Week 15-16 4/29/24-5/10/24	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 17 5/13/24-5/17/24	N/A	N/A
Evaluations sent to Human Resources by Office of Instruction	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 5/20/24-5/24/24	Week 18 5/20/24-5/24/24	Week 18 5/20/24-5/24/24

* 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.



SPRING 2024 Weekly Academic Calendar, January 16 - May 17, 2024

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
J A N U A R Y	7-Jan	8	9	10 FLEX Days	11 FLEX Days	12 FLEX Days	13
	(Week 1) 14 DEADLINE: Drop for Full Refund	15 MLK Holiday	16 Instruction Begins	17	18	19	20
	(Week 2) 21	22	23	24	25	26	27
	(Week 3) 28 DEADLINE: *Drop for partial refund *Late Add w/Inst. approval *Drop w/out 'W' *See page 2 for Hybrid Info	29 Census Date	30	31	1-Feb	2-Feb	3-Feb
F E B R U A R Y	(Week 4) 4	5	6	7	8	9 DEADLINE: Submit REFUND Req. Change P/NP Credit by Exam/Ind. Study	10
	(Week 5) 11	12	13	14	15	16 Lincoln Holiday	17 Board Holiday
	(Week 6) 18	19 Washington Holiday	20	21	22	23	24
	(Week 7) 25	26	27	28	29	1-Mar	2-Mar
M A R C H	(Week 8) 3	4	5	6	7	8	9
	(Week 9) 10	11	12	13	14 Deadline: Apply for Grad Priority	15	16
	(Week 10) 17	18	19	20	21	22	23
	(Non-Instructional Week) 24	25 Board Holiday	26 Spring Break	27	28	29	30
A P R I L	(Week 11) 31	1-Apr	2	3	4 Deadline: Apply for AA/AS Commencement Prog.	5	6
	(Week 12) 7	8	9	10	11	12	13
	(Week 13) 14 DEADLINE: Withdraw w/ "W"	15	16	17	18	19	20
	(Week 14) 21	22	23	24	25	26	27
M A Y	(Week 15) 28	29	30	1-May	2-May	3-May	4-May
	(Week 16) 5	6	7	8	9	10	11 Finals Begin
	(Week 17) 12	13 Finals Week	14	15	16	17 Commencement	18 Instruction Ends