

Faculty Evaluations Timeline: FALL 2022

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 9/5/22-9/9/22 | Week 4 9/5/22-9/9/22 | Week 4 9/5/22-9/9/22 |
| Conduct pre-evaluation conferences/Select CRNs | <ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) | Week 6 9/19/22-9/23/22 | Week 6 9/19/22-9/23/22 | Week 6 9/19/22-9/23/22 |
| 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 10/3/22-10/21/22 | Week 8-11 10/3/22-10/28/22 | Week 8-12 10/3/22-11/4/22 |
| 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 10/24/22-10/28/22 | Week 11- 12 10/24/22-11/4/22 | Week 11-13 10/24/22-11/11/22 |
| Student evaluation data turned into reports, and returned to faculty/committees | <ul style="list-style-type: none"> • VPI Support Staff | Week 12 10/31/22-11/4/22 | Week 13 11/7/22-11/11/22 | Week 14 11/14/22-11/18/22 |
| 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 11/14/22-11/18/22 | Week 15 11/21/22-11/25/22 | Week 16 11/28/22-12/2/22 |
| Final evaluation report and administrative post evaluations | <ul style="list-style-type: none"> • Faculty Member • Dean | Week 14-17 11/14/21-12/9/22 | Week 15-17 11/21/21-12/9/22 | N/A |
| ITRC meets and makes recommendations | <ul style="list-style-type: none"> • ITRC | Week 18 12/12/21-12/16/22 | N/A | N/A |
| Evaluations sent to Human Resources by Dean | <ul style="list-style-type: none"> • Dean • Director • Chair | Week 18 12/12/21-12/16/22 | Week 18 12/12/21-12/16/22 | Week 18 12/12/21-12/16/22 |

* 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.



Fall 2022 Academic Calendar, August 15, 2022 - December 16, 2022

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------------------|---|--------------------------|-----------------|-----------------|---|--|--------------------|
| AUGUST | 7 | 8 | 9 FLEX Days | 10 FLEX Days | 11 FLEX Days | 12 FLEX Days | 13 |
| | (week 1) 14 DEADLINE: Drop for FULL Refund | 15 Instruction Begins | 16 | 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" | 29 Census Date | 30 | 31 | 1-Sep | 2-Sep | 3-Sep |
| SEPTEMBER | (week 4) 4 | 5 Holiday | 6 | 7 | 8 | 9 DEADLINE: Pass/No Pass Credit by Exam Submit REFUND Req | 10 |
| | (week 5) 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | (week 6) 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | (week 7) 25 | 26 | 27 | 28 | 29 | 30 | 1-Oct |
| OCTOBER | (week 8) 2 | 3 | 4 | 5 | 6 | 7 FLEX Days | 8 |
| | (week 9) 9 | 10 FLEX Days | 11 FLEX Days | 12 | 13 DEADLINE: Apply for Spring Grad Priority | 14 | 15 |
| | (week 10) 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | (week 11) 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | (week 12) 30 | 31 | 1-Nov | 2-Nov | 3-Nov | 4-Nov | 5-Nov |
| NOVEMBER | (week 13) 6 DEADLINE: withdraw w/ "W" | 7 | 8 | 9 | 10 | 11 Holiday | 12 |
| | (week 14) 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | (week 15) 20 | 21 | 22 | 23 | 24 Holiday | 25 Holiday | 26 Holiday |
| | (week 16) 27 | 28 | 29 | 30 | 1-Dec | 2-Dec | 3-Dec |
| DECEMBER | (week 17) 4 | 5 | 6 | 7 | 8 | 9 | 10 Finals Begin |
| | (week 18) 11 | 12 Finals Week | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 Holiday | 24 Holiday |
| Winter Break: 12/17/20-1/16/21 | | | | | | | |