

# Faculty Evaluations Timeline: FALL 2025

(REV 8.28.25)

The procedures for evaluation of faculty are outlined in Article 7 of the [CCFT contract](#).

## Evaluation form components:

- Self-evaluation
- Peer Review
- Classroom Visitation
- Student Evaluation
- Administrator Evaluation (when applicable)
- Plan for Improvement (if applicable)

Faculty Evaluation Forms are located on the [Human Resources website](#).

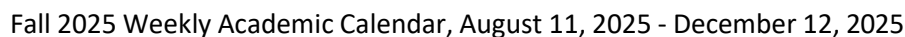
## General Timeline:

Task	Responsibility	Tenure Track & FT Temporary	Regular Full -time & Part -time
Submit lists of peer committee members to Dean & Instructional Specialists.	<ul style="list-style-type: none"> <li>• Division Chair</li> <li>• Director</li> </ul>	<b>Week 4</b> <b>9/2 - 9/5</b>	<b>Week 4</b> <b>9/2 - 9/5</b>
Conduct pre-evaluation conferences. Select CRNs. Set date and time of observations.	<ul style="list-style-type: none"> <li>• Peer Committee</li> <li>• Faculty</li> <li>• Administrator (when applicable)</li> </ul>	<b>Week 5-6</b> <b>9/8 - 9/19</b>	<b>Week 5-6</b> <b>9/8 - 9/19</b>
Student evaluations collected for full semester (face to face & online) courses and all first half of semester courses. (*)	<ul style="list-style-type: none"> <li>• Peer Committee</li> <li>• Faculty Member</li> <li>• VPI Support Staff</li> </ul>	<b>Week 7-10</b> <b>9/22 - 10/17</b>	<b>Week 7-12</b> <b>9/22 - 10/31</b>
<b>For Tenure Track Faculty ONLY:</b> Self eval and self-maintained files are submitted to DTCs and Deans	<ul style="list-style-type: none"> <li>• Faculty</li> </ul>	<b>Week 10</b> <b>(Or at least 1 week prior to post-eval conf)</b>	<b>NA</b>
Student evaluations for all second-half semester courses. (**)	<ul style="list-style-type: none"> <li>• Peer Committee</li> <li>• Faculty Member</li> <li>• VPI Support Staff</li> </ul>	<b>Week 11</b> <b>10/20 - 10/24</b>	<b>Week 11- 13</b> <b>10/20 - 10/24</b>
Student evaluation data turned into reports and returned to faculty and peer committees.	<ul style="list-style-type: none"> <li>• VPI Support Staff</li> </ul>	<b>Week 12</b> <b>10/27 - 10/31</b>	<b>Week 11- 14</b> <b>10/27 - 10/31</b>
DTC meets with Dean (prior to Dean/FT Faculty post eval meeting) <i>{New process per 2025 contract}</i>	<ul style="list-style-type: none"> <li>• DTC</li> <li>• Dean</li> </ul>	<b>Weeks 13 – 14</b> <b>11/3 – 11/14</b>	<b>NA</b>
Self-evaluations due to peer evaluators and Instructional Specialists <b>(FT &amp; PT faculty only)</b> . <b>For Tenure Track faculty:</b> See Week 10 above	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Peer Committee</li> </ul>	<b>Weeks 13 – 15</b> <b>(One week prior to post-eval conf)</b> <b>FT &amp; PT Faculty only</b>	<b>Weeks 13 – 15</b> <b>(One week prior to post-eval conf)</b>
Signed peer evaluations submitted to Instructional Specialists. (***)	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Peer Committee</li> </ul>	<b>Week 17</b> <b>12/1 – 12/5</b>	<b>Week 15-16</b> <b>11/17 - 11/26 (Wed)</b>
Conduct administrative post evaluations for all FT faculty.	<ul style="list-style-type: none"> <li>• Faculty Member</li> <li>• Dean</li> </ul>	<b>Weeks 14-17</b> <b>11/10 – 12/5</b>	<b>Week 15-16</b> <b>11/10 – 11/26 (Wed)</b>
ITRC meets and makes recommendations	<ul style="list-style-type: none"> <li>• ITRC</li> </ul>	<b>Week 18</b> <b>12/8 – 12/12</b>	<b>N/A</b>
Completed evaluations sent to Human Resources by Instructional Specialists.	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Director</li> <li>• Chair</li> </ul>	<b>Week 18</b> <b>12/8 – 12/12</b>	<b>Week 18</b> <b>12/8 – 12/12</b>

(\*) Participating students identified at the beginning of week 5.

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



AUGUST	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	3	4	5	6	7	Opening Day 8	9
			FLEX Days	FLEX Days	FLEX Days	FLEX Days	
	(week 1) DEADLINE: Drop for FULL Refund	11 Instruction Begins	12	13	14	15	16
	(week 2)	18	19	20	21	22	23
	(week 3) DEADLINE: Drop for Partial Refund Late Add w/ Inst. Appr Drop w/out "W"	25 Census Date	26	27	28	29	30
	(week 4)	1	2	3	4	5	6
		Holiday				DEADLINE: Pass/No Pass Credit by Exam Submit REFUND Req	
	(week 5)	8	9	10	11	12	13
	(week 6)	15	16	17	18	19	20
SEPTEMBER	(week 7)	22	23	24	25	26	27
	(week 8)	29	30	1	2	3	4
	(week 9)	6	7	8	9	10	11
						FLEX Days	
	(week 10)	13	14	15	16	17	18
OCTOBER		FLEX Days	FLEX Days				
	(week 11)	20	21	22	23	24	25
	(week 12)	27	28	29	30	DEADLINE: 31-Oct	1-Nov
						Apply for Spring Grad Priority	
	(week 13) DEADLINE: withdraw w/ "W"	3	4	5	6	7	8
NOVEMBER	(week 14)	10	11	12	13	14	15
			Holiday				
	(week 15)	17	18	19	20	21	22
	(week 16)	24	25	26	27	28	29
					Holiday	Holiday	Holiday
DECEMBER	(week 17)	1	2	3	4	5	6
							Finals Begin
	(week 18)	8	9	10	11	12	13
		Finals Week					
	14	15	16	17	18	19	20
	Winter Break: 12/13/2025 - 1/19/2026						