

Faculty Evaluations Timeline: SPRING 2025

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

Evaluation form components:

- Self-evaluation
- Peer Review
- Student Evaluation
- Administrator Evaluation (when applicable)

Locate all current Faculty Evaluation Forms on the [Human Resources website](#).

The general timeline for evaluations is as follows:

Task	Responsibility	Tenure Track or FT Temp.	Regular Full Time and Part Time
Peer committee submitted to Office of Instruction.	<ul style="list-style-type: none"> • Division Chair • Director 	Week 4 2/10/25 – 2/14/25	Week 4 2/10/25 – 2/14/25
Conduct pre-evaluation conferences. Select CRNs.	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 2/24/25 - 2/28/25	Week 6 2/24/25 – 2/28/25
Student evaluations for full semester (face to face & online) courses and all first half of semester courses.*	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • VPI Support Staff 	Week 7-10 3/3/25 – 4/4/25	Week 7-10 3/3/25 – 4/4/25
Student evaluations for all second-half of semester courses.**	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • VPI Support Staff 	Week 11 4/7/25 – 4/11/25	Week 11- 13 4/7/25 – 4/25/25
Student evaluation data turned into reports and returned to faculty and peer committees.	<ul style="list-style-type: none"> • VPI Support Staff 	Week 12 4/14/25 – 4/18/25	Week 11- 14 4/7/25 – 5/2/25
Self-evaluations due to peer evaluators and 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.
Signed peer evaluations submitted to Office of Instruction. ***	<ul style="list-style-type: none"> • Faculty • Peer Committee 	Week 14 4/28/25 – 5/2/25	Week 15 5/5/25 – 5/9/25
Conduct administrative post evaluations for all FT faculty.	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-16 4/28/25 – 5/16/25	Week 15-16 5/5/25 – 5/16/25
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 17 5/19/25 – 5/23/25	N/A
Evaluations sent to Human Resources by Office of Instruction.	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 5/27/25 – 5/30/25	Week 18 5/27/25 – 5/30/25

* 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.

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