

Faculty Evaluations Timeline: FALL 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 9/3/24-9/6/24	Week 4 9/3/24-9/6/24	Week 4 9/3/24-9/6/24
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 9/16/24-9/20/24	Week 6 9/16/24-9/20/24	Week 6 9/16/24-9/20/24
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 	Week 8-10 9/30/24-10/18/24	Week 8-10 9/30/24-10/28/24	Week 8-10 9/30/24-10/18/24
Student evaluations for all second-half of semester courses**	<ul style="list-style-type: none"> • Peer Committee • Faculty Member 	Week 11 10/21/24-10/25/24	Week 11- 13 10/21/24-11/8/24	Week 11-13 10/21/24-11/8/24
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> • VPI Support Staff 	Week 12 10/28/24-11/1/24	Week 11- 14 10/21/24-11/15/24	Week 11-14 10/21/4-11/15/24
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 11/12/24-11/15/24	Week 15 11/18/24-11/22/24	Week 15 11/18/24-11/22/24
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-16 11/12/24-11/27/24	Week 15-16 11/18/24-11/27/24	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 17 12/2/24-12/6/24	N/A	N/A
Evaluations sent to Human Resources by Office of Instruction	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 12/9/24-12/13/24	Week 18 12/9/24-12/13/24	Week 18 12/9/24-12/13/24

* 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.



Fall 2024 Weekly Academic Calendar, August 12, 2024 - December 13, 2024

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AUGUST	4	5	6 FLEX Days	7 FLEX Days	8 FLEX Days	9 FLEX Days	10
	(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
SEPTEMBER	(week 4)	1 Holiday	2	3	4	5	6 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
	(week 7)	22	23	24	25	26	27
OCTOBER	(week 8)	29	30	1	2	3	4 FLEX Days
	(week 9)	6	7 FLEX Days	8 FLEX Days	9	10	11
	(week 10)	13	14	15	16	17	18
	(week 11)	20	21	22	23	24	25
	(week 12)	27	28	29	30	31	DEADLINE: 1-Nov Apply for Spring Grad Priority
NOVEMBER	(week 13) DEADLINE: withdraw w/ "W"	3	4	5	6	7	8
	(week 14)	10	11 Holiday	12	13	14	15
	(week 15)	17	18	19	20	21	22
	(week 16)	24	25	26	27	28 Holiday	29 Holiday
DECEMBER	(week 17)	1	2	3	4	5	6
	(week 18)	8	9	10	11	12	13
	15	16	17	18	19	20	21
	<div style="text-align: right;"> Finals Begin → </div> <div style="text-align: center; margin-top: 10px;"> Finals Week → </div> <div style="text-align: center; margin-top: 10px;"> Winter Break: 12/14/2024 - 1/20/2025 </div>						