

Faculty Evaluations Timeline: SPRING 2018

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 2/5/18-2/9/18	Week 4 2/5/18-2/9/18	Week 4 2/5/18-2/9/18
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 2/19/18-2/23/18	Week 6 2/19/18-2/23/18	Week 6 2/19/18-2/23/18
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 3/5/18-3/23/18	Week 8-11 3/5/18-3/30/18	Week 8-12 3/5/18-4/6/18
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 3/26/18-3/30/18	Week 11- 12 3/26/18-4/6/18	Week 11-13 3/26/18-4/13/18
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> • VPAA Sup. Tech 	Week 12 4/2/18-4/6/18	Week 13 4/9/18-4/13/18	Week 14 4/16/18-4/20/18
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 4/16/18-4/20/18	Week 15 4/23/18-4/27/18	Week 16 4/30/18-5/4/18
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-17 4/16/18-5/11/18	Week 15-17 4/23/18-5/11/18	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 18 5/14/18-5/18/18	N/A	N/A
Evaluations sent to Human Resources by Dean	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 5/14/18-5/18/18	Week 18 5/14/18-5/18/18	Week 18 5/14/18-5/18/18

* 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.



Academic Calendar Spring 2018 Semester January 16 – May 18, 2017

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JANUARY	7	8	9	10 FLEX DAY	11 FLEX DAY	12 FLEX DAY OPENING DAY	13
	14 Wk 1 <u>DEADLINE:</u> DROP CLASSES W/FULL REFUND*	15 HOLIDAY	16 INSTRUCTION BEGINS	17	18	19	20
	21 Wk 2	22	23	24	25	26	27
	28 Wk 3 <u>DEADLINE:</u> DROP 18WK COURSES W/PARTIAL REFUND* ADD W/ADD CODE DROP W/O "W"	29 CENSUS DATE FULL SEMESTER COURSES	30	31	1	2	3
FEBRUARY	4 Wk 4	5	6	7	8	9 <u>DEADLINE:</u> PASS/NO PASS CREDIT BY EXAM INDEP. STUDY SUBMIT REFUND REQUEST	10
	11 Wk 5	12	13	14	15	16 HOLIDAY	17 HOLIDAY
	18 Wk 6	19 HOLIDAY	20	21	22	23	24
	25 Wk 7	26	27	28	1 <u>DEADLINE:</u> APPLY FOR A.A. DEGREES FOR COMMENCEMENT PROGRAM PRODUCTION	2	3
MARCH	4 Wk 8	5	6	7	8 <u>DEADLINE:</u> SUMMER/FALL 2017 GRAD PRIORITY REG	9	10
	11 Wk 9	12	13	14	15	16	17
	18 Wk 10	19	20	21	22	23	24
	25 Wk 11	26	27	28	29	30	31
APRIL	1 Wk 12	2 BOARD HOLIDAY	3 ←	4	5 SPRING BREAK	6 →	7
	8 Wk 13	9	10	11	12	13	14
	15 Wk 14 <u>DEADLINE:</u> DROP/"W"	16	17	18	19	20	21
	22 Wk 15	23	24	25	26	27	28
	29 Wk 16	30	1	2	3	4	5
MAY	6 Wk 17	7	8	9	10	11	12 FINALS BEGIN
	13 Wk 18	14 FINALS WEEK	15	16	17	18 COMMENCEMENT INSTRUCTION ENDS	19
	20	21	22	23	24	25	26
	27	28 HOLIDAY	29	30	31		

*REFUNDS REQUIRE WRITTEN REQUEST MINUS \$10 SERVICE FEE