

Faculty Evaluations Timeline: SPRING 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

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

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 2/6/22-2/12/22	Week 4 2/6/22-2/12/22	Week 4 2/6/22-2/12/22
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 2/20/22-2/26/22	Week 6 2/20/22-2/26/22	Week 6 2/20/22-2/26/22
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 3/6/22-4/2/22	Week 8-11 3/6/22-4/9/22	Week 8-12 3/6/22-4/16/22
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 4/3/22-4/9/22	Week 11- 12 4/3/22-4/16/22	Week 11-13 4/3/22-4/23/22
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> • VPAA Sup. Tech 	Week 12 4/10/22-4/16/22	Week 13 4/17/22-4/23/22	Week 14 4/24/22-4/30/22
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 4/24/22-4/30/22	Week 15 5/1/22-5/7/22	Week 16 5/8/22-5/14/22
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-16 4/24/22-5/14/22	Week 15-16 5/1/22-5/14/22	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 17 5/15/22-5/20/22	N/A	N/A
Evaluations sent to Human Resources by Dean	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 5/22/22-5/28/22	Week 18 5/22/22-5/28/22	Week 18 5/22/22-5/28/22

* 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.



SPRING 2022 Weekly Academic Calendar, January 18 - May 20, 2022

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
J A N U A R Y	9	10	11	12 FLEX Days	13 FLEX Days	14 FLEX Days	15
	(Week 1) DEADLINE: Drop for Full Refund	17 MLK Holiday	18 Instruction Begins	19	20	21	22
	(Week 2)	23	24	25	26	27	28
	(Week 3) DEADLINE: *Drop for partial refund *Late Add w/Inst. approval *Drop w/out 'W'	30 Census Date	31	1-Feb	2-Feb	3-Feb	4-Feb
F E B R U A R Y	(Week 4)	6	7	8	9	10	11 DEADLINE: Submit REFUND Req. Change P/NP Credit by Exam/Ind. Study
	(Week 5)	13	14	15	16	17	18 Lincoln Holiday
	(Week 6)	20	21 Washington Holiday	22	23	24	25 Board Holiday
	(Week 7)	27	28	1-Mar	2-Mar	3-Mar	4-Mar
M A R C H	(Week 8)	6	7	8	9	10	11
	(Week 9)	13	14	15	16	17 Deadline: Apply for Grad Priority	18
	(Non-Instructional Week)	20	21 Board Holiday	22 Spring Break	23	24	25
	(Week 10)	27	28	29	30	31	1-Apr
A P R I L	(Week 11)	3	4	5	6	7 Deadline: Apply for AA/AS Commencement Prog.	8
	(Week 12)	10	11	12	13	14	15
	(Week 13) DEADLINE: Withdraw w/ "W"	17	18	19	20	21	22
	(Week 14)	24	25	26	27	28	29
M A Y	(Week 15)	1	2	3	4	5	6
	(Week 16)	8	9	10	11	12	13
	(Week 17)	15	16	17	18	19 Comm. Rehearsal	20 Commencement
		Finals Week				Instruction Ends	21