

Service Faculty Evaluations Timeline: FALL 2026

FT-Tenured, FT-Temporary, & PT Temporary Faculty ([per Appendix G-4, REVISED Fall 2026](#))

Faculty Evaluations include the following components (evaluation forms are located on the [Human Resources website](#):

- Self-evaluation
 - Peer Review
 - Classroom Visitation
 - Student Evaluation
 - Administrator Evaluation (when applicable)
 - Plan for Improvement (if applicable)
- Faculty Evaluation procedures are outlined in Article 7 of the CCFT Collective Bargaining Agreement ([Article 7 TA, REVISED Fall 2026](#))
 - *Thanksgiving Break (11/23 – 11/28) is a non-instructional week. Fall semester ends Week 16.*
 - *Deadlines listed are for full-term classes; tasks can occur earlier by mutual consent.*
 - *Short-term dates are for 1st 8-week classes; tasks can occur earlier by mutual consent.*
 - *For FT-TT or FT-Temp, modifications may be appropriate if a person is being evaluated in both full-term and short-term classes.*

Task	Responsibility	FT & FT Temp	PT Temp	Short-Term Classes Appendix G-3 (First 8-weeks)
- List of service faculty being evaluated sent to Chairs/Managers. Prepare student eval forms	• Office of Instruction	Tues before Opening Day (8/11/26)	Tues before Opening Day (8/11/26)	Weds. prior to start of term (8/12/26)
- Peer Committee (FT/PT) rosters submitted to Dean & Office of Instruction	• Division Chair/Manager	Week 3 (8/31-9/4)	Week 3 (8/31-9/4)	Week 3 (8/31-9/4)
- Conduct pre-evaluation conferences. - Select CRNs, service areas/functions. - Set date/time(s) of observations and student evaluations.	• Peer Committee • Faculty Member • Manager (when applicable)	Week 6 (9/21-9/25)	Week 6 (9/21-9/25)	Week 4 (9/7-9/11)
- Student evaluations conducted for all full semester courses and first-half semester courses (6-wk collection period) - Completed surveys submitted to Office of Instruction.	• Peer Committee (FT/PT) • DTC (FT-TT) • Faculty Member	Week 6-11 (9/21-10/30)	Week 6-11 (9/21-10/30)	Week 5 (9/14-9/18)
- Student evaluation results sent to faculty member and peer committee.	• Office of Instruction	Week 12 (11/2-11/6)	Week 12 (11/2-11/6)	Week 7 (9/28-10/2)
- Self-evaluations due to Peer committee.	• Faculty Member	Week 12-14 (11/2-11/20)	Week 12-14 (11/2-11/20)	Week 7 (9/28-10/2)
- Complete Peer post-evaluation conferences. - Submit signed Self- and Peer- evaluations* to Dean & Office of Instruction.	• Faculty Member • Peer Committee	Week 14 (11/16-11/20)	Week 14 (11/16-11/20)	Week 8 (10/5-10/9)
- Final Evaluation report completed. - Manager post evaluations conducted.	• Faculty Member • Dean/Manager	Week 16 (12/7-12/11)	NA	Week 8 (10/5-10/9)
- Complete evaluation files sent to Human Resources by Office of Instruction (FT/PT)	• Office of Instruction	Week 17 (12/14 – 12/18)	Week 17 (12/14 – 12/18)	By Tuesday after Week 16 (12/15)

* The faculty member has 7 days from the time of receipt to submit a written response to the Peer Evaluation Committee chair, the Dean/manager, or to HR.

** Manager refers to dean, director, or manager designee

SERVICE Faculty Evaluations Timeline: FALL 2026

Tenure Track Faculty ([per Appendix G-5, REVISED Fall 2026](#))

Faculty Evaluations include the following components (evaluation forms are located on the [Human Resources website](#):

- Self-evaluation
 - Peer Review
 - Classroom Visitation
 - Student Evaluation
 - Administrator Evaluation (when applicable)
 - Plan for Improvement (if applicable)
- Faculty Evaluation procedures are outlined in Article 7 of the CCFT Collective Bargaining Agreement ([Article 7 TA, REVISED Fall 2026](#))
 - *Thanksgiving Break (11/23 – 11/28) is a non-instructional week. Fall semester ends Week 16.*
 - *Deadlines listed are for full-term classes; tasks can occur earlier by mutual consent.*
 - *Short-term dates are for 1st 8-week classes; tasks can occur earlier by mutual consent.*
 - *For FT-TT or FT-Temp, modifications may be appropriate if a person is being evaluated in both full-term and short-term classes.*

Task	Responsibility	FT Tenure Track	Short-Term Classes
- List of service faculty to be evaluated sent to Chairs/ Managers. Prepare student eval forms.	• Office of Instruction	Weds. prior to start of term (8/12/26)	Weds. prior to start of term (8/12/26)
- Division Tenure Committee (DTC) selected and reported to Office of Instruction.	• Division Chair or Manager	Week 3 (8/31-9/4)	Week 3 (8/31-9/4)
- Conduct pre-evaluation conferences. - Schedule observations. - Begin student evals after pre-eval conference.	• DTC • Faculty Member • Manager (when applicable)	Week 6 (9/21 – 9/25)	Week 4 (9/7-9/11)
- Student evals conducted. - Completed surveys submitted to Office of Instruction.	• DTC (FT-TT) • Faculty Member	Week 6-11 (9/21-10/30)	Week 5 (9/14-9/18)
- Student eval results sent to faculty member & peer committee.	• Office of Instruction	Week 12 (11/2-11/6)	Week 7 (9/28-10/2)
- Self-maintained files & Self-evaluations due to DTC & Manager.	• Faculty Member	Week 13 (1 week before Post-eval conference: 11/9 - 11/13)	Week 7 (9/28-10/2)
- DTC meets with Manager (pre-post evaluation conference).	• DTC faculty • Dean/Manager	Week 13 (after observations & before post-eval conference)	Week 7 (after observations & before post-eval conference)
- Complete Peer post-evaluation conferences. - Submit preliminary Peer evals* to Manager & Office of Instruction.	• Faculty Member • DTC	Week 14 (11/16-11/20)	Week 8 (10/5-10/9)
- DTC submits final signed Peer- & Self- Evals and DTC recommendation form to Office of Instruction. Update access permissions in SMF. - Complete Post-eval conferences w/ Dean/Manager.	• DTC • Faculty Member • Dean/Manager	Week 16 (12/7 – 12/11)	Week 8 (10/5-10/9)
- Complete Evaluation files (all components) sent to Human Resources & ITRC by Office of Instruction.	• Office of Instruction	By Tues after Week 16 (12/15)	By Tues after Week 16 (12/15)
- ITRC/JTRC meets and makes recommendations.	• ITRC	At least 7 business days before Feb 27 BoT Meeting	At least 7 business days before Feb 27 BoT Meeting

* Following submission of the preliminary DTC report, the faculty member has 7 days to respond to the DTC chair (requesting additions, deletions, or both, to the preliminary peer eval). The DTC may incorporate these requests in the final DTC report. If not, the faculty member may submit a written response directly to the ITRC (via the Office of the Vice President of Instruction).

** Spring semester student evaluations are to be arranged by the DTC and completed by the end of Week 14.



Fall 2026 Weekly Academic Calendar, August 17, 2026 - December 11, 2026

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AUGUST	2	3	4	5	6	7	8
	9	10	11 FLEX Days	12 FLEX Days	13 FLEX Days	Opening Day 14 FLEX Days	15
	(week 1) DEADLINE: Drop for FULL Refund	17 Instruction Begins	18	19	20	21	22
	(week 2) 23	24	25	26	27	28	29
	(week 3) Drop w/out "W"	31 DEADLINE: Pending grads to apply for Priority Registration	1	2	3	4	5
SEPTEMBER	(week 4) DEADLINE: Drop for Partial Refund Late Add w/ Inst. Appr Submit REFUND Req	7 Holiday	8 Census Date	9	10	11	12 DEADLINE: Credit by Exam or Ind Study
	(week 5) 13	14	15	16	17	18	19
	(week 6) 20	21	22	23	24	25	26
	(week 7) 27	28	29	30	1	2	3
OCTOBER	(week 8) 4	5	6	7	8	9	10
	(week 9) 11	12	13	14	15	16	17
	(week 10) 18	19	20	21	22	23	24
	(week 11) 25	26	27	28	29	30	DEADLINE: 31 Spr Grad Priority
	(week 12) 1	2	3	4	5	6	7
NOVEMBER	(week 13) DEADLINE: withdraw w/ "W"	9	10	11 Holiday	12	13	14
	(week 14) 15	16	17	18	19	20	21
	(Thanksgiving) 22	23 Holiday	24 Holiday	25 Holiday	26 Holiday	27 Holiday	28
	(week 15) 29	30	1	2	3	4	5 Finals Begin
DECEMBER	(week 16) 6	7 Finals Week	8	9	10	Last Day of Term 11	12
	13	14	15	16	17	18	19
	Winter Break: 12/12/2026 - 1/18/2027						