

Faculty Evaluations Timeline: FALL 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 9/3/18-9/7/18	Week 4 9/3/18-9/7/18	Week 4 9/3/18-9/7/18
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • Administrator (when applicable) 	Week 6 9/17/18-9/21/18	Week 6 9/17/18-9/21/18	Week 6 9/17/18-9/21/18
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 10/1/18-10/19/18	Week 8-11 10/1/18-10/26/18	Week 8-12 10/1/18-11/2/18
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 10/22/18-10/26/18	Week 11- 12 10/22/18-11/2/18	Week 11-13 10/22/18-11/9/18
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> • VPAA Sup. Tech 	Week 12 10/26/18-11/2/18	Week 13 11/5/18-11/9/18	Week 14 11/12/18-11/16/18
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 11/12/18-11/16/18	Week 15 11/19/18-11/23/18	Week 16 11/26/18-11/30/18
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14-17 11/12/18-12/7/18	Week 15-17 11/19/18-12/7/18	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> • ITRC 	Week 18 12/10/18-11/14	N/A	N/A
Evaluations sent to Human Resources by Dean	<ul style="list-style-type: none"> • Dean • Director • Chair 	Week 18 12/10/18-11/14	Week 18 12/10/18-11/14	Week 18 12/10/18-11/14

* 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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUGUST	12 Wk 1 DEADLINE: DROP CLASSES W/FULL REFUND**	13 INSTRUCTION BEGINS	14	15	16	17	18
	19 Wk 2	20	21	22	23	24	25
	26 Wk 3 DEADLINE: ⇒DROP 18 WK CLASS WITH PARTIAL REFUND* ⇒ADD W/ADD CODE ⇒DROP W/O "W"	27 CENSUS DATE FULL SEMESTER COURSES	28	29	30	31	1
SEPTEMBER	2 Wk 4	3 HOLIDAY LABOR DAY	4	5	6	7 DEADLINE: ⇒PASS/NO PASS ⇒CREDIT BY EXAM ⇒IND STUDY ⇒SUBMIT REFUND REQUEST	8
	9 Wk 5	10	11	12	13	14	15
	16 Wk 6	17	18	19	20	21	22
	23 Wk 7	24	25	26	27	28	29
OCTOBER	30 Wk 8	1	2	3	4	5 FLEX DAY	6
	7 Wk 9	8 FLEX DAY	9 FLEX DAY	10	11 DEADLINE: APPLY FOR SPRING GRAD PRIORITY	12	13
	14 Wk 10	15	16	17	18	19	20
	21 Wk 11	22	23	24	25	26	27
	28 Wk 12	29	30	31	1	2	3
NOVEMBER	4 Wk 13 DEADLINE: DROP WITH "W"	5	6	7	8	9	10
	11 Wk 14	12 HOLIDAY Veterans Day	13	14	15	16	17
	18 Wk 15	19	20	21	22 HOLIDAY	23 HOLIDAY	24 HOLIDAY
	25 Wk 16	26	27	28	29	30	1
DECEMBER	2 Wk 17	3	4	5	6	7	8 FINALS BEGIN
	9 Wk 18	10 FINALS WEEK	11 FINALS WEEK	12 FINALS WEEK	13 FINALS WEEK	14 INSTRUCTION ENDS	15
	16	17	18	19	20	21	22 Winter Break 12/22/2018 – 01/1/2019
	23	24 BOARD HOLIDAY	25 BOARD HOLIDAY	26 BOARD HOLIDAY	27 BOARD HOLIDAY	28 BOARD HOLIDAY	29
	30	31 BOARD HOLIDAY	1 HOLIDAY	2	3	4	5