

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2021-2022

Full-Time and Part-Time Faculty Evaluations

August 16, 2021	Begin class visits and evaluation of instructional material.
September 20, 2021	Completed <i>Preliminary Evaluation Agreement Form</i> * submitted to supervisor.
October 4-15, 2021	Student evaluation of instruction.
September 21, 2021 - February 25, 2022	Faculty collect documentation of progress toward goals, participate in Classroom observation where appropriate, and conduct formative evaluations in at least one class during academic year.
March 11, 2022	<i>Faculty Final Conference Form</i> submitted to supervisor.
April-May 2022	Final conference with supervisor, individually or with department.
June 3, 2022	Faculty evaluation reports to Division Deans.
June 24, 2022	Completed Supervisor's Evaluation Summary Forms due in Office of Human Resources.

* *Preliminary Evaluation Agreement* goals are based on program, department, and/or division goals in the areas of Teaching and Related Activities; Service to the College, department, division, or students; and Professional Development/Activities.

Administrators and Unclassified Personnel Evaluations

Feb. 28, 2022	Begin evaluations of all administrators and unclassified personnel.
May 30, 2022	Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
No later than June 30, 2022	Evaluations submitted to Human Resources

Civil Service Classified Personnel Evaluations

Information regarding evaluation of classified employees is available on the [Classified Employees Performance Evaluation System \(PES\)](#) web page.

Yearly Timeframe

- Evaluations are based on performance in each fiscal year 7/1 - 6/30
- Evaluations are to be completed between 7/1 and no later than 8/31 each year (generally mid-August internal deadline)
- Planning sessions are to be completed between 7/1 and 9/30 of each year

Yearly Timeframe

- Evaluations are based on performance in each fiscal year 7/1 - 6/30
- Evaluations are to be completed between 7/1 and no later than 8/31 each year (generally mid-August internal deadline)
- Planning sessions are to be completed between 7/1 and 9/30 of each year

Important Dates **Updates Due to Hurricane Ida*

7/1/2020 – 6/30/2021	FY 2020-2021 Performance Year
7/1/2021 – 10/31/2021*	Evaluation period for completed FY 2020-2021 Performance Year
11/15/2021*	Request for Agency Review deadline to HR for FY 2020-2021 performance evaluation
7/1/2021 – 10/31/2021*	PES Planning period for new FY 2021-2022
12/14/2021*	Agency Reviewer deadline to render decision

7/1/2021 – 6/30/2022	FY 2021-2022 Performance Year
7/1/2021 – 8/31/2022	Evaluation period for completed FY 2021-2022 Performance Year
9/15/2022	Request for Agency Review deadline to HR for FY 2021-2022 performance evaluation
7/1/2022 – 9/30/2022	PES Planning period for new FY 2022-2023
10/15/2022	Agency Reviewer deadline to render decision