

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2019-2020

Full-Time and Part-Time Faculty Evaluations

August 19, 2019	Begin class visits and evaluation of instructional material.
September 23, 2019	Completed <i>Preliminary Evaluation Agreement Form</i> * submitted to supervisor.
October 7 - October 18, 2019	Student evaluation of instruction.
September 24, 2019 - February 28, 2020	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 13, 2020	<i>Faculty Final Conference Form</i> submitted to supervisor.
April-May 2020	Final conference with supervisor, individually or with department.
June 5, 2020	Faculty evaluation reports to Division Deans.
June 26, 2020	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

March 2, 2020	Begin evaluations of all administrators and unclassified personnel.
June 1, 2020	Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
No later than June 30, 2020	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

Important Dates

7/1/2018– 6/30/2019	FY 2018-2019 Performance Year
7/1/2019 – 8/16/2019	Evaluation period for completed FY 2018-2019 Performance Year
9/15/2019	Request for Agency Review deadline to HR for FY 2018-2019 performance evaluation
7/1/2019 – 9/30/2019	PES Planning period for new FY 2019-2020
10/15/2019	Agency Reviewer deadline to render decision

7/1/2019 – 6/30/2020	FY 2019-2020 Performance Year
7/1/2020 – 8/14/2020	Evaluation period for completed FY 2019-2020 Performance Year
9/15/2020	Request for Agency Review deadline to HR for FY 2019-2020 performance evaluation
7/1/2020 – 9/30/2020	PES Planning period for new FY 2020-2021
10/15/2020	Agency Reviewer deadline to render decision