EVALUATION CALENDAR

Schedules of Personnel Evaluations 2026-2027

Full-Time and Part-Time Faculty Evaluations

September - October 2026	Supervisors confer with faculty regarding goals if not previously completed. Begin class visits and observe instructional material.
October 27, 2026	Faculty members submit completed Part B: Faculty Professional Growth submitted to supervisors, if not previously completed.
October 2026 - April 2027	Faculty members collect documentation of progress toward goals, participate in Classroom Observation where appropriate, and conduct formative evaluations in at least one class during the academic year.
April 1 - June 10, 2027	Supervisors conduct Final Conference with faculty members, individually or with department.
June 2027	Completed faculty evaluation forms due to academic deans by date set by each dean.
June 25, 2027	Completed LCTCS Full-Time Teaching Faculty Evaluation Forms (Part A, Part B, and Overall Faculty Evaluation Form, and LCTCS Faculty Performance Improvement Plan (if applicable) due in Office of Human Resources.

Administrators and Unclassified Personnel Evaluations

Feb. 25, 2027	Begin evaluations of all administrators and unclassified personnel.
May 26, 2027	Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
No later than June 25, 2027	Evaluations submitted to Human Resources

Civil Service Classified Personnel Evaluations

Information regarding evaluation of classified employees is available on the **Classified Employees Continuous Performance Management (CPM)** web page.

Yearly Timeframe

- Evaluations are based on performance in each calendar year 1/1 – 12/31
- Planning sessions are to be completed between 1/1 and 3/1 of each calendar year
- Evaluations are to be completed between 1/1 and no later than 3/1 of the following calendar year

Important Dates

1/1/26 – 12/31/26	**2026 Continuous Performance Management (CPM) Year**
1/1/27 – 3/1/27	CPM Planning period for 2026 Performance Year
1/1/27 – 3/1/27	Evaluation period for completed 2026 CPM Performance Year
3/15/27	Request for Agency Review deadline to HR for 2026 CPM Performance Year
4/12/27	Agency Reviewer deadline to render decision

1/1/27 – 12/31/27	**2027 Continuous Performance Management (CPM) Year**
1/1/28– 3/1/28	CPM Planning period for 2027 Performance Year
1/1/28 – 3/1/28	Evaluation period for completed 2027 CPM Performance Year
3/15/28	Request for Agency Review deadline to HR for 2027 CPM Performance Year
4/12/28	Agency Reviewer deadline to render decision

Upward Evaluations

March 1, 2027	Upward Evaluation Survey instrument is distributed to faculty/staff.
March 15, 2027	All Upward Evaluation Surveys are DUE (online survey closes).
March 31, 2027	Evaluation results are distributed to appropriate supervisors.