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 Preliminary Evaluation Agreement Form* submitted to supervisor.

October 7 -  
Student evaluation of instruction.
October 18, 2019  

September 24, 2019 -  
Faculty collect documentation of progress toward goals, participate in Classroom February 28, 2020  
observation where appropriate, and conduct formative evaluations in at least one class during academic year.

March 13, 2020  
Faculty Final Conference Form 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

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