

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2022-2023

Full-Time and Part-Time Faculty Evaluations

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| August 15, 2022 | Begin class visits and evaluation of instructional material. |
| September 19, 2022 | Completed <i>Preliminary Evaluation Agreement Form</i> * submitted to supervisor. |
| October 3-14, 2022 | Student evaluation of instruction. |
| September 20, 2022 - February 24, 2023 | 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 10, 2023 | <i>Faculty Final Conference Form</i> submitted to supervisor. |
| April-May 2023 | Final conference with supervisor, individually or with department. |
| June 2, 2023 | Faculty evaluation reports to Division Deans. |
| June 30, 2023 | 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

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| Feb. 27, 2023 | Begin evaluations of all administrators and unclassified personnel. |
| May 29, 2023 | Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor |
| No later than June 29, 2023 | 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

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Important Dates

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| 7/1/2021 – 6/30/2022 | FY 2021-2022 Performance Year |
| 7/1/2022 – 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 |

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