

## EVALUATION CALENDAR

### Schedules of Personnel Evaluations 2023-2024

#### Full-Time and Part-Time Faculty Evaluations

September - October 2023	Supervisors confer with faculty regarding goals if not previously completed. Begin class visits and observe instructional material.
October 31, 2023	Faculty members submit completed Part B: Faculty Professional Growth submitted to supervisors, if not previously completed.
October 2023 - April 2024	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 13, 2024	Supervisors conduct Final Conference with faculty members, individually or with department.
June 2024	Completed faculty evaluation forms due to academic deans by date set by each dean.
June 27, 2024	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

<b>Feb. 26, 2024</b>	Begin evaluations of all administrators and unclassified personnel.
<b>May 27, 2024</b>	Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
<b>No later than June 27, 2024</b>	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

7/1/2022 – 6/30/2023	<b>FY 2022-2023 Performance Year</b>
7/1/2023 – 8/31/2023	Evaluation period for completed FY 2022-2023 Performance Year
9/15/2023	Request for Agency Review deadline to HR for FY 2022-2023 performance evaluation
7/1/2023 – 9/30/2023	PES Planning period for new FY 2023-2024
10/15/2023	Agency Reviewer deadline to render decision
7/1/2023 – 6/30/2023	<b>FY 2023-2024 Performance Year</b>
7/1/2024 – 8/31/2024	Evaluation period for completed FY 2023-2024 Performance Year
9/15/2024	Request for Agency Review deadline to HR for FY 2023-2024 performance evaluation
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10/15/2024	Agency Reviewer deadline to render decision