

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2024-2025

Full-Time and Part-Time Faculty Evaluations

September - October 2024	Supervisors confer with faculty regarding goals if not previously completed. Begin class visits and observe instructional material.
October 29, 2024	Faculty members submit completed Part B: Faculty Professional Growth submitted to supervisors, if not previously completed.
October 2024 - April 2025	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 12, 2025	Supervisors conduct Final Conference with faculty members, individually or with department.
June 2025	Completed faculty evaluation forms due to academic deans by date set by each dean.
June 26, 2025	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. 26, 2024	Begin evaluations of all administrators and unclassified personnel.
May 27, 2024	Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
No later than June 27, 2024	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

7/1/2023 – 6/30/2023	FY 2023-2024 Performance Year
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
7/1/2024 – 9/30/2024	PES Planning period for new FY 2024-2025
10/15/2024	Agency Reviewer deadline to render decision
7/1/2024 – 6/30/2025	FY 2024-2025 Performance Year
7/1/2025 – 8/31/2025	Evaluation period for completed FY 2024-2025 Performance Year
9/15/2025	Request for Agency Review deadline to HR for FY 2024-2025 performance evaluation
7/1/2025 – 9/30/2025	PES Planning period for new FY 2025-2026
10/15/2025	Agency Reviewer deadline to render decision