

## 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

<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 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

7/1/2023 – 6/30/2023	<b>FY 2023-2024 Performance Evaluation System (PES) 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
7/1/2024 – 9/30/2024	PES Planning period for 2024 Transition Performance Period
10/15/2024	Agency Reviewer deadline to render decision
7/1/2024 – 12/31/24	<b>2024 Transition Performance Period</b>
7/1/2024 – 12/31/24	Evaluation period for completed Transition Performance Year
12/6/24	Transition Performance Evaluations due to Human Resources.
1/1/25 – 12/31/25	<b>2025 Continuous Performance Management (CPM) Year</b>
1/1/25 – 3/1/25	CPM Planning period for 2025 Performance Year
1/1/26 – 3/1/26	Evaluation period for completed 2025 CPM Performance Year
3/16/26	Request for Agency Review deadline to HR for 2025 CPM Performance Year
4/16/26	Agency Reviewer deadline to render decision