

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2023-2024

Full-Time and Part-Time Faculty Evaluations

August 14, 2023	Begin class visits and evaluation of instructional material.
September 18, 2023	Completed <i>Preliminary Evaluation Agreement Form</i> * submitted to supervisor.
October 2-13, 2023	Student evaluation of instruction.
September 19, 2023 - February 23, 2024	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 8, 2024	<i>Faculty Final Conference Form</i> submitted to supervisor.
April-May 2024	Final conference with supervisor, individually or with department.
May 31, 2024	Faculty evaluation reports to Division Deans.
June 30, 2024	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

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 29, 2024	Evaluations submitted to 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

7/1/2022 – 6/30/2023	FY 2022-2023 Performance Year
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	FY 2023-2024 Performance Year
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