

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2025-2026

Full-Time and Part-Time Faculty Evaluations

September - October 2025	Supervisors confer with faculty regarding goals if not previously completed. Begin class visits and observe instructional material.
October 28, 2025	Faculty members submit completed Part B: Faculty Professional Growth submitted to supervisors, if not previously completed.
October 2025 - April 2026	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, 2026	Supervisors conduct Final Conference with faculty members, individually or with department.
June 2026	Completed faculty evaluation forms due to academic deans by date set by each dean.
June 26, 2026	Completed LCTCS Full-Time Teaching Faculty Evaluation Forms (Part A, Part B, and Overall Faculty Evaluation Form, and LCTCS Faculty Performance.

Administrators and Unclassified Personnel Evaluations

Feb. 25, 2026	Begin evaluations of all administrators and unclassified personnel.
May 26, 2026	Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
No later than June 26, 2026	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

1/1/25 – 12/31/25	2025 Continuous Performance Management (CPM) Year
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
1/1/26 – 12/31/26	2026 Continuous Performance Management (CPM) Year
1/1/27 – 3/1/27	CPM Planning period for 2026 Performance Year
1/1/27 – 3/1/27	Evaluation period for completed 2026 CPM Performance Year
3/15/27	Request for Agency Review deadline to HR for 2026 CPM Performance Year
4/12/27	Agency Reviewer deadline to render decision