Faculty Evaluations Timeline: SPRING 2024

The procedures for evaluation of faculty are outlined in Article VII of the CCFT contract, which can be found at:
http://cuesta.edu/about/depts/humanresources/Collective_Bargaining_Agreements.html

Evaluation components:
- Self-evaluation
- Peer Review
- Student Evaluation
- Administrator Evaluation

Evaluation forms are located at:
http://www.cuesta.edu/about/depts/humanresources/Faculty_Evaluations.html

The general timeline for evaluations is as follows:

Task	Responsibility	Tenure Track or FT Temp.	Full Time Regular	Part-time
Peer committee submitted to Office of Instruction	• Chair • Director	**Week 4** 2/5/24-2/9/24	**Week 4** 2/5/24-2/9/24	**Week 4** 2/5/24-2/9/24
Conduct pre-evaluation conferences/Select CRNs	• Peer Committee • Faculty Member • Administrator (when applicable)	**Week 6** 2/19/24-2/23/24	**Week 6** 2/19/24-2/23/24	**Week 6** 2/19/24-2/23/24
Student evaluations for full semester **face to face** courses and all first half of semester courses*	• Peer Committee • Faculty Member	**Week 8-10** 3/4/24-3/22/24	**Week 8-11** 3/4/24-4/5/24	**Week 8-12** 3/4/24-4/12/24
Student evaluations for **on-line** full semester courses and all second-half of semester courses**	• Peer Committee • Faculty Member	**Week 11** 4/1/24-4/5/24	**Week 11- 12** 4/1/24-4/12/24	**Week 11-13** 4/1/24-4/19/24
Student evaluation data turned into reports, and returned to faculty/committees	• VPI Support Staff	**Week 12** 4/8/24-4/12/24	**Week 13** 4/15/24-4/19/24	**Week 14** 4/22/24-4/26/24
Self-evaluations due to peer evaluators and/or Office of Instruction	• Faculty • Peer Committee	One week prior to post-eval conf.	One week prior to post-eval conf.	One week prior to post-eval conf.
Completed peer evaluations submitted to Office of Instruction ***	• Faculty • Peer Committee	**Week 14** 4/22/24-4/26/24	**Week 15** 4/29/24-5/3/24	**Week 16** 5/6/24-5/10/24
Final evaluation report and administrative post evaluations	• Faculty Member • Dean	**Week 14-16** 4/22/24-5/10/24	**Week 15-16** 4/29/24-5/10/24	N/A
ITRC meets and makes recommendations	• ITRC	**Week 17** 5/13/24-5/17/24	N/A	N/A
Evaluations sent to Human Resources by Office of Instruction	• Dean • Director • Chair	**Week 18** 5/20/24-5/24/24	**Week 18** 5/20/24-5/24/24	**Week 18** 5/20/24-5/24/24

* Participating students identified at the beginning of week 8.

** Participating students identified at the beginning of week 11.

*** The faculty member has 10 days to attach written comments to the peer evaluation from the time of receipt.

SPRING 2024 Weekly Academic Calendar, January 16 - May 17, 2024

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JANUARY	7-Jan	8	9	10 FLEX Days	11 FLEX Days	12 FLEX Days	13
	(Week 1) 14 DEADLINE: Drop for Full Refund	15 MLK Holiday	16 Instruction Begins	17	18	19	20
	(Week 2) 21	22	23	24	25	26	27
	(Week 3) 28 DEADLINE: *Drop for partial refund *Late Add w/Inst. approval *Drop w/out 'W' *See page 2 for Hybrid Info	29 Census Date	30	31	1-Feb	2-Feb	3-Feb
FEBRUARY	(Week 4) 4	5	6	7	8 DEADLINE: Submit REFUND Req. Change P/NP Credit by Exam/Ind. Study	9	10
	(Week 5) 11	12	13	14	15	16 Lincoln Holiday	17 Board Holiday
	(Week 6) 18	19 Washington Holiday	20	21	22	23	24
	(Week 7) 25	26	27	28	29	1-Mar	2-Mar
MARCH	(Week 8) 3	4	5	6	7	8	9
	(Week 9) 10	11	12	13	14 Deadline: Apply for Grad Priority	15	16
	(Week 10) 17	18	19	20	21	22	23
	(Non-Instructional Week) 24	25 Board Holiday	26 Spring Break	27	28	29	30
APRIL	(Week 11) 31	1-Apr	2	3	4 Deadline: Apply for AA/AS Commencement Prog.	5	6
	(Week 12) 7	8	9	10	11	12	13
	(Week 13) 14 DEADLINE: Withdraw w/ "W"	15	16	17	18	19	20
	(Week 14) 21	22	23	24	25	26	27
MAY	(Week 15) 28	29	30	1-May	2-May	3-May	4-May
	(Week 16) 5	6	7	8	9	10	11 Finals Begin
	(Week 17) 12	13 Finals Week	14	15	16	Commencement 17 Instruction Ends	18