

# Faculty Evaluations Timeline: SPRING 2021

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](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](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 dean	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Director</li> </ul>	<b>Week 4</b> 2/8/21-2/12/21	<b>Week 4</b> 2/8/21-2/12/21	<b>Week 4</b> 2/8/21-2/12/21
Conduct pre-evaluation conferences/Select CRNs	<ul style="list-style-type: none"> <li>• Peer Committee</li> <li>• Faculty Member</li> <li>• Administrator (when applicable)</li> </ul>	<b>Week 6</b> 2/22/21-2/26/21	<b>Week 6</b> 2/22/21-2/26/21	<b>Week 6</b> 2/22/21-2/26/21
Student evaluations for full semester <b>face to face</b> courses and all first half of semester courses*	<ul style="list-style-type: none"> <li>• Peer Committee</li> <li>• Faculty Member</li> </ul>	<b>Week 8-10</b> 3/8/21-3/26/21	<b>Week 8-11</b> 3/8/21-4/2/21	<b>Week 8-12</b> 3/8/21-4/16/21
Student evaluations for <b>on-line</b> full semester courses and all second half of semester courses**	<ul style="list-style-type: none"> <li>• Peer Committee</li> <li>• Faculty Member</li> </ul>	<b>Week 11</b> 3/29/21-4/2/21	<b>Week 11- 12</b> 3/29/21-4/16/21	<b>Week 11-13</b> 3/29/21-4/23/21
Student evaluation data turned into reports, and returned to faculty/committees	<ul style="list-style-type: none"> <li>• VPAA Sup. Tech</li> </ul>	<b>Week 12</b> 4/12/21-4/16/21	<b>Week 13</b> 4/19/21-4/23/21	<b>Week 14</b> 4/26/21-4/30/21
Self-evaluations due to peer evaluators and/or Dean	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Peer Committee</li> </ul>	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 Dean's office ***	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Peer Committee</li> </ul>	<b>Week 14</b> 4/26/21-4/30/21	<b>Week 15</b> 5/3/21-5/7/21	<b>Week 16</b> 5/10/21-5/14/21
Final evaluation report and administrative post evaluations	<ul style="list-style-type: none"> <li>• Faculty Member</li> <li>• Dean</li> </ul>	<b>Week 14-16</b> 4/26/21-5/14/21	<b>Week 15-16</b> 5/3/21-5/14/21	N/A
ITRC meets and makes recommendations	<ul style="list-style-type: none"> <li>• ITRC</li> </ul>	<b>Week 17</b> 5/17/21-5/21/21	N/A	N/A
Evaluations sent to Human Resources by Dean	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Director</li> <li>• Chair</li> </ul>	<b>Week 18</b> 5/24/21-5/28/21	<b>Week 18</b> 5/24/21-5/28/21	<b>Week 18</b> 5/24/21-5/28/21

\* 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 2021 Academic Calendar, January 19 - May 21, 2021

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>JANUARY</b>	10-Jan	11	12	13 Flex Day	14 Flex Day	15 Flex Day	16
	(Week 1) Deadline: *Drop for Full Refund	17 Holiday	18 Instruction Begins	19	20	21	22
	(Week 2)	24	25	26	27	28	29
	(Week 3) Deadline: *Drop for Partial Refund *Late add w/ approval *Drop w/out "W"	31 1-Feb Census Date	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb
<b>FEBRUARY</b>	(Week 4)	7	8	9	10	11 Deadline: *Change to P/NP	12 Holiday
	(Week 5)	14 Holiday	15	16	17	18	19
	(Week 6)	21	22	23	24	25	26
	(Week 7)	28 1-Mar	29 2-Mar	30 3-Mar	31 4-Mar	1-Apr	2-Apr
<b>MARCH</b>	(Week 8)	7	8	9	10	11	12
	(Week 9)	14	15	16	17	18 Deadline: *Apply for Grad Priority	19
	(Week 10)	21	22	23	24	25	26
	(Week 11)	28	29	30	31	1-Apr	2-Apr
<b>APRIL</b>	4 Non-Instructional Week	5 Board Holiday	6 Deadline: *Apply for AA/AS Spring Break	7	8	9	10
	(Week 12)	11	12	13	14	15	16
	(Week 13) Deadline: *Withdraw w/ "W"	18	19	20	21	22	23
	(Week 14)	25	26	27	28	29	30
<b>MAY</b>	(Week 15)	2	3	4	5	6	7
	(Week 16)	9	10	11	12	13	14
	(Week 17)	16 Finals Week	17	18	19	20	21
	23	24	25	26	27	28 Instruction Ends	29
	30	31 Holiday					