



## FACULTY EVALUATION TIMELINE - FALL 2025

**Please note:** Actual observations of work performance for all faculty shall take place **between the 4<sup>th</sup> and the twelfth 12<sup>th</sup> week of instruction**, per [Article 19](#) of the GCFA Contract.

September 13, 2025 <b><u>By End of Week 3</u></b>	Faculty and evaluating administrators receive evaluating assignments and instructions; initiate coordination of classroom observation; review evaluation forms on the Faculty Professional Learning Committee website.  <a href="http://www.gavilan.edu/staff/fplc/all_documents.php">http://www.gavilan.edu/staff/fplc/all_documents.php</a>
September 20, 2025 <b><u>By End of Week 4</u></b>	<b>Full-Time Faculty</b> shall submit the name of the peer evaluator. <b>Part-Time Faculty</b> shall submit the name of the TFO.  Submit to Dean and area Assistant (contact list on page 2)  <b>Instructional</b> Cc: EA, Academic Affairs – <a href="mailto:vmasey@gavilan.edu">vmasey@gavilan.edu</a> <b>Non-instructional</b> Cc: EA, Student Services – <a href="mailto:gcardinalli@gavilan.edu">gcardinalli@gavilan.edu</a>
October 5, 2025 <b><u>By End of Week 6</u></b>	<b>Instructional</b> faculty and students receive evaluation survey information from the Office of Academic Affairs.  <b>Non-instructional/Counseling</b> student evaluation surveys will be coordinated by the Office of Student Services.
October 26, 2025 <b><u>By End of Week 9</u></b>	The online survey will close by midnight, Sunday, October 26th.
October 27, 2025 <b><u>Beginning Week 10</u></b>	Student evaluation summary reports will be made available by the area administrator. Evaluatees shall complete their self-evaluation form <b>after</b> reviewing the student evaluation summary reports and coordinate the final evaluative steps with the observer.
November 15, 2025 <b><u>By End of Week 12</u></b>	<b>Per the GCFA contract, the 12<sup>th</sup> week of instruction is the deadline for completion of all course observations.</b>
<b>November 17 - December 6, 2025 <u>Weeks 13 - 15</u></b>	<b>Finalize post-observation meetings.</b>  <b>Complete and submit all evaluation documentation (<a href="#">review checklist</a> for required docs) to area administrator by Saturday, Dec 6th, 2025.</b>
December 13, 2025 <b><u>By End of Week 16</u></b>	Evaluating administrators provide completed faculty evaluations to the Office of Academic Affairs for delivery to Human Resources and for entry into faculty employment record.

NOTE: Tenure Track deadlines may be tracked separately with Committee Chairs and Deans.



## AREA DEAN, DIRECTOR, AND ASSISTANT CONTACT LIST - FALL 2025

<b>Accessible Education Center</b>	<b>Dean: Carina Cisneros</b> (408) 848-4772 <a href="mailto:ccisneros@gavilan.edu">ccisneros@gavilan.edu</a>	<b>Division Assistant: Luciana Fuentes</b> (408) 848-4865 <a href="mailto:lfuentes@gavilan.edu">lfuentes@gavilan.edu</a>
<b>Athletics &amp; Kinesiology</b>	<b>Director: Jamie Adams</b> 408-848-4895 <a href="mailto:jadams@gavilan.edu">jadams@gavilan.edu</a>	<b>Departmental Assistant: Zoe Harada</b> (408) 848-4876 <a href="mailto:zharada@gavilan.edu">zharada@gavilan.edu</a>
<b>Arts, Humanities, &amp; Social Science</b>	<b>Dean: (to be hired)</b>	<b>Division Assistant: Cecilia Ghiorzi</b> (408) 848-4701 <a href="mailto:cghiorzi@gavilan.edu">cghiorzi@gavilan.edu</a>
<b>Allied Health &amp; Nursing</b>	<b>Dean: Sana Massad</b> (408) 848-4866 <a href="mailto:smassad@gavilan.edu">smassad@gavilan.edu</a>	<b>Division Assistant: Isela Garcia</b> (408) 848-4883 <a href="mailto:iggarcia@gavilan.edu">iggarcia@gavilan.edu</a>
<b>Counseling</b>	<b>Dean: Diego Espinoza</b> (408) 852-2811 <a href="mailto:despinoza@gavilan.edu">despinoza@gavilan.edu</a>	<b>Division Assistant: Diana Padilla</b> (408) 852-2895 <a href="mailto:dpadilla@gavilan.edu">dpadilla@gavilan.edu</a>
<b>Career Education</b>	<b>Dean: Vins Chacko</b> (408) 848-4757 <a href="mailto:vchacko@gavilan.edu">vchacko@gavilan.edu</a>	<b>Division Assistant: Patricia Bautista</b> (408) 848-4719 <a href="mailto:pbautista@gavilan.edu">pbautista@gavilan.edu</a>
<b>Science, Technology, Engineering, &amp; Mathematics</b>	<b>Dean: Jennifer Nari</b> (408) 852-2880 <a href="mailto:jnari@gavilan.edu">jnari@gavilan.edu</a>	<b>Division Assistant: Cecilia Ghiorzi</b> (408) 848-4701 <a href="mailto:cghiorzi@gavilan.edu">cghiorzi@gavilan.edu</a>
<b>Office of Academic Affairs</b>	<b>Vice President: Dr. Moaty Fayek</b> (408) 852-2814 <a href="mailto:mfayek@gavilan.edu">mfayek@gavilan.edu</a>	<b>Executive Assistant: Victoria Masey</b> (408) 848-4761 <a href="mailto:vmasey@gavilan.edu">vmasey@gavilan.edu</a>
<b>Office of Student Services</b>	<b>Vice President/Assistant Superintendent: Dr. Renee Craig-Marius</b> (408) 848-4760 <a href="mailto:vpss@gavilan.edu">vpss@gavilan.edu</a>	<b>Executive Assistant: Grace Cardinalli</b> (408) 848-4738 <a href="mailto:gcardinalli@gavilan.edu">gcardinalli@gavilan.edu</a>