



FACULTY EVALUATION TIMELINE - FALL 2025

Be sure to review required evaluation forms on the Faculty Professional Learning Committee website.
http://www.gavilan.edu/staff/fplc/all_documents.php

Note 1: Observations of work performance for all faculty shall take place **between the 4th and 12th week of instruction**, per [Article 19](#) of the GCFA Contract.

Note 2: Tenure Track deadlines may be tracked and communicated separately by Tenure Review Committee chair and area administrator.

Sept 15, 2025 <u>Beginning Week 4</u>	Evalutees initiate coordination of classroom/counseling observations and submit notification of selected TFO to area administrator and assistant. Full-Time Faculty shall submit the name of the peer evaluator. Part-Time Faculty shall submit the name of the TFO.
October 5, 2025 <u>By End of Week 6</u>	Instructional faculty and students receive evaluation survey information from the Office of Academic Affairs. Non-instructional/Counseling student evaluation surveys will be coordinated by the Office of Student Services.
October 18, 2025 <u>By End of Week 8</u>	If the faculty member does not have a designated TFO by Week 8, the area administrator will appoint a TFO to conduct the observation.
October 26, 2025 <u>By End of Week 9</u>	The online student evaluation surveys will close by midnight, Sunday, October 26th.
October 27, 2025 <u>Beginning Week 10</u>	Student evaluation summary reports will be made available by the area administrator. Evaluatees shall complete their self-evaluation form after reviewing the student evaluation summary reports and coordinate the final evaluative steps with the observer.
November 15, 2025 <u>By End of Week 12</u>	Per the GCFA contract, the 12th week of instruction is the deadline for completion of all course observations.
November 17 - December 6, 2025 <u>Weeks 13 - 15</u>	Finalize post-observation meetings. Complete and submit all evaluation documentation (review checklist for required docs) to area administrator by Saturday, Dec 6th, 2025.
December 13, 2025 <u>By End of Week 16</u>	Evaluating administrators provide completed faculty evaluations to the Office of Academic Affairs for delivery to Human Resources and for entry into faculty employment record.



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

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