



FACULTY OBSERVATION TIMELINE - FALL 2024

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

| | |
|--|--|
| <p>September 14, 2024 <u>By End of Week 3</u></p> | <p>Faculty and evaluating administrators receive evaluating assignments and instructions; initiate coordination of classroom observation; review evaluation forms on the Faculty Professional Learning Committee website.</p> <p>http://www.gavilan.edu/staff/fplc/all_documents.php</p> |
| <p>September 21, 2024 <u>By End of Week 4</u></p> | <p>Full-Time Faculty shall submit the name of the peer evaluator. Part-Time Faculty shall submit the name of the TFO.</p> <p>Submit to Dean and area Assistant (contact list on page 2)</p> <p>Instructional Cc: EA, Academic Affairs – vmasey@gavilan.edu Non-instructional Cc: EA, Student Services – gcardinalli@gavilan.edu</p> |
| <p>October 5, 2024 <u>By End of Week 6</u></p> | <p>Instructional faculty and students receive evaluation survey information from the Office of Academic Affairs.</p> <p>Non-instructional/Counseling student evaluation surveys will be coordinated by the Office of Student Services.</p> |
| <p>October 27, 2024 <u>By End of Week 9</u></p> | <p>All student evaluation surveys are due. The online survey will close by midnight, Sunday, October 27th.</p> |
| <p>October 28, 2024 <u>Beginning Week 10</u></p> | <p>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.</p> |
| <p>November 16, 2024 <u>By End of Week 12</u></p> | <p>Per the GCFA contract, the 12th week of instruction is the deadline for completion of all course observations.</p> |
| <p>November 18 - December 7, 2024 <u>Week 13 - 15</u></p> | <p>Finalize post-observation meetings.</p> <p>Complete and submit all evaluation documentation (review checklist for required docs) to area administrator by Saturday, Dec 7th, 2024.</p> |
| <p>December 13, 2024 <u>By End of Week 16</u></p> | <p>Evaluating administrators provide completed faculty evaluations to the Office of Academic Affairs for delivery to Human Resources and for entry into faculty employment record.</p> |

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



AREA DEAN AND ASSISTANT CONTACT LIST - FALL 2024

| | |
|---|--|
| <p>Accessible Education Center</p> | <p>Dean: Carina Cisneros (408) 848-4772 ccisneros@gavilan.edu</p> <p>Division Assistant: Luciana Fuentes (408) 848-4865 lfuentes@gavilan.edu</p> |
| <p>Arts, Humanities, & Social Science</p> | <p>Dean: Noah Lystrup (408) 848-4702 nlystrup@gavilan.edu</p> <p>Division Assistant: Cecilia Ghorzi (408) 848-4701 cghorzi@gavilan.edu</p> |
| <p>Allied Health</p> | <p>Dean: Enna Trevathan (408) 848-4866 etrevathan@gavilan.edu</p> <p>Division Assistant: Isela Garcia (408) 848-4883 iggarcia@gavilan.edu</p> |
| <p>Counseling</p> | <p>Dean: Diego Espinoza (408) 852-2811 despinoza@gavilan.edu</p> <p>Division Assistant: Diana Padilla Urias (408) 852-2895 dpadilla@gavilan.edu</p> |
| <p>Career Education</p> | <p>Dean: Susan Sweeney (408) 848-4757 ssweeney@gavilan.edu</p> <p>Division Assistant: Patricia Bautista (408) 848-4719 pbautista@gavilan.edu</p> |
| <p>Science, Technology, Engineering, & Mathematics</p> | <p>Dean: Jennifer Nari (408) 852-2880 jnari@gavilan.edu</p> <p>Division Assistant: Cecilia Ghorzi (408) 848-4701 cghorzi@gavilan.edu</p> |