

FALL 2023 EVALUATION TIMELINE

Please note that faculty observations can begin as soon as the 2nd week of instruction but must be completed by the 12th week of instruction, per Article 19 of the GCFA Contract.

September 15, 2023 <u>By Week 3</u>	Faculty and evaluating administrators receive evaluating assignments and instructions; initiate coordination of classroom observation; review evaluation forms on the Faculty Professional Learning Committee website. http://www.gavilan.edu/staff/fplc/all_documents.php
September 22, 2023 <u>By Week 4</u>	Full-Time Faculty submit the name of their peer evaluator, and Part-Time Faculty submit the name of their TFO. Submit to office of Academic Affairs.
October 6, 2023 <u>By End of Week 6</u>	Academic Faculty and Students receive evaluation survey information from the Office of Academic Affairs. Student surveys for counseling faculty will be coordinated by the Student Services Division.
October 27, 2023 <u>By Week 9</u>	Instructional student evaluations are due by midnight.
October 30 – November 3 <u>Start of Week 10</u>	Student evaluation summary reports are available via the Qualtrics platform. Evaluatees complete the self-evaluation form after reviewing the student evaluation summary reports and coordinate the final evaluative steps with the evaluator.
November 17, 2023 (12th week)	Per the GCFA contract, the 12th week of instruction is the deadline for completion of all course observations.
November 20 – December 12 (13th-15th week)	Finalize post observation meetings. Complete and submit evaluation documentation to area administrator (cover sheet, observation, and self-evaluation forms). Complete (defined) all signatures are secured and all 1:1 meeting have occurred.
December 13-15, 2023 (16th week)	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 – Target TFO Training is during Convocation and on Wednesday 6-Sept-2023.

** Tenure Track Deadlines also tracked separately with Committee Chairs and Deans.