Laney College Faculty Evaluations Timeline

Fall 2021

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| **Deadline Dates** | **Day** | **Actions** |
| **8/23**  **Week 1** | Monday | * List of faculty to be evaluated provided to Department Chairs/ Deans/VP. |
| **9/10**  **Week1-3** | Friday | * Department Chairs provide the list of assigned evaluators to Deans & Joan. ( [Hsu@peralta.edu](mailto:Hsu@peralta.edu)) * For short team classes, Chairs shall choose a single faculty evaluator during the first 25% of course meeting days. |
| **9/17**  **Week 4** | Friday | * If evaluators are not assigned by 9/10, Deans/ VPI choose an evaluator. |
| **9/23**  **Week 5** | Thursday | * Final day to challenge the evaluator and start lottery process. Lottery to start NLT 7th week. |
| **9/30**  **Week 6** | Thursday | * The Evaluator convenes Preliminary meeting with the evaluees to review all the evaluation forms, and propose a timeline for establishing dates for Student Evaluation(s), Faculty/Classroom Observation/ Evaluation(s), submission of self-Evaluation Report Form to the evaluator, and the Summary Evaluation Meeting. * The evaluator to notify the VPI or designee of the proposed timeline no later than 10/1. |

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| **10/18**  **Week 7-10** | Monday | * Conduct the classroom observation and student evaluations. |
| **10/21**  **Week 10-11** | Thursday | * . The evaluee submits the completed Self- Evaluation Form to the evaluator. |
| **11/30**  **Week**  **12-13** | Tuesday | * Dean reviews and return completed Administrative Evaluation Form to the evaluators |
| **12/8**  **Week 14- 15** | Wednesday | * Summary Evaluation Meeting is held to review all completed form with the evaluee. * The evaluator also completes the Summary Report Form before 12/8. |
| **12/9 Week**  **14-15** | Thursday | * Coordinator makes notification/status to evaluators/ deans/ VPI the documents submission |
| **12/13**  **Week 16** | Monday | * The five completed forms are due to Office of Instruction. |