Laney College Faculty Evaluations Timeline

Fall 2022

|  |  |  |
| --- | --- | --- |
| **Deadline Dates** | **Day** | **Actions** |
| **8/24****Week 1** | Wednesday | * List of faculty to be evaluated provided to Department Chairs/ Deans/VP.
 |
| **9/15****Week1-3** | Thursday | * Department Chairs provide the list of assigned evaluators to Deans & Joan. ( Hsu@peralta.edu)
* For short team classes, Chairs shall choose a single faculty evaluator during the first 25% of course meeting days.
 |
| **9/23****Week 4** | Friday | * If evaluators are not assigned by 9/16, Deans/ VPI choose an evaluator.
 |
| **10/7****Week 5-6** | Friday | * Final day to challenge the evaluator and start lottery process. Lottery to start no later than 7th week.
 |
|  **10/13****Week 6** | Thursday | * The Evaluator convenes preliminary meetings with the evaluees to review all the evaluation forms, and establish 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 of the proposed timeline no later than 10/17.
 |

|  |  |  |
| --- | --- | --- |
| **10/21****Week 7-8** | Friday | * The evaluee submits the completed Self- Evaluation Form to the evaluator.
 |
| **11/2****Week 8-11** | Wednesday | * Conduct the classroom observation and student evaluations.
 |
| **11/10****Week****12-13** | Thursday | * Dean reviews and return completed Administrative Evaluation Form to the evaluators
 |
| **11/18****Week 14- 15** | Friday | * Summary Evaluation Meeting is held to review all completed form with the evaluee.
* The evaluator also completes the Summary Report Form before 11/21.
 |
| **11/22 Week****15-16** | Tuesday | * Coordinator makes notification/status to evaluators/ deans/ VPI the documents submission
 |
| **12/16****Week 17** | Friday | * The five completed forms are due to Office of Instruction.
 |