

Laney College
Faculty Evaluations Timeline
Fall 2025

<i>Deadline</i>	<i>Day</i>	<i>Actions</i>
<i>Aug.21</i> <i>Week 1</i>	<i>Thursday</i>	<ul style="list-style-type: none"> List of faculty to be evaluated provided to Department Chairs/ Deans/VP.
<i>Sep.10</i> <i>Week1-3</i>	<i>Wednesday</i>	<ul style="list-style-type: none"> 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.
<i>Sep.18</i> <i>Week 4</i>	<i>Thursday</i>	<ul style="list-style-type: none"> If evaluators are not assigned by 8/18, Deans/ VPI choose an evaluator.
<i>Oct.3</i> <i>Week 5-6</i>	<i>Friday</i>	<ul style="list-style-type: none"> Final day to challenge the evaluator and start lottery process. Lottery to start no later than 7th week.
<i>Oct.9</i> <i>Week 6</i>	<i>Thursday</i>	<ul style="list-style-type: none"> The Evaluator convenes preliminary meetings with the evaluatees 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 10/10

<i>Oct.22 Week 7-8</i>	<i>Wednesday</i>	<ul style="list-style-type: none"> The evaluatee submits the completed Self- Evaluation Form to the evaluator. (due 3 weeks before the summary report)
<i>Nov.14 Week 9-11</i>	<i>Friday</i>	<ul style="list-style-type: none"> If classroom observation and student evaluations will be done in Canvas, the evaluatee must set this up in Canvas. If student evaluations are being done in person, blank scantron forms and pencils should be picked up in Tower 7th floor copy room. Conduct the classroom observation and student evaluations.
<i>Nov.28 Week 12-13</i>	<i>Friday</i>	<ul style="list-style-type: none"> Dean reviews and returns the completed Administrative Evaluation Form to the evaluators. (due 2 weeks before the summary report)
<i>Dec. 4 Week 14-15</i>	<i>Thursday</i>	<ul style="list-style-type: none"> Summary Evaluation Meeting is held to review all completed form with the evaluatee. The evaluator also completes the Summary Report Form before Dec.5.
<i>Dec. 10 Week 15-16</i>	<i>Wednesday</i>	<ul style="list-style-type: none"> Coordinator makes notification/status to evaluators/ deans/ VPI the documents submission
<i>Dec.12 Week 17</i>	<i>Friday</i>	<ul style="list-style-type: none"> The five completed forms are due to the Office of Instruction.