

Laney College
Faculty Evaluations Timeline
Spring 2026

Deadline	Day	Actions
Jan.26 Week 2	Monday	<ul style="list-style-type: none"> • List of faculty to be evaluated provided to Department Chairs/ Deans/VP.
Feb.11 Week 1-3	Wednesday	<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.
Feb.19 Week 4	Thursday	<ul style="list-style-type: none"> • If evaluators are not assigned by 2/18, Deans/ VPI choose an evaluator.
Mar.6 Week 5-6	Friday	<ul style="list-style-type: none"> • Final day to challenge the evaluator and start lottery process. Lottery to start no later than 7th week.
Mar.12 Week 6	Thursday	<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 3/12

<i>Mar.25 Week 7-8</i>	<i>Wednesday</i>	<ul style="list-style-type: none"> • The evallee submits the completed Self- Evaluation Form to the evaluator. (due 3 weeks before the summary report)
<i>Apr.17 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 evallee 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>May.1 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>May. 14 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 evallee. • The evaluator also completes the Summary Report Form before May 15.
<i>May. 20 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>May.22-25 Week 17</i>	<i>Friday</i>	<ul style="list-style-type: none"> • The five completed forms are due to the Office of Instruction.