

***Laney College***  
***Faculty Evaluations Timeline***  
***Spring 2026***

<b><i>Deadline</i></b>	<b><i>Day</i></b>	<b><i>Actions</i></b>
<b><i>Jan.26</i></b> <b><i>Week 2</i></b>	<b><i>Monday</i></b>	<ul style="list-style-type: none"> <li>List of faculty to be evaluated provided to Department Chairs/ Deans/VP.</li> </ul>
<b><i>Feb.11</i></b> <b><i>Week1-3</i></b>	<b><i>Wednesday</i></b>	<ul style="list-style-type: none"> <li>Department Chairs provide the list of assigned evaluators to Deans &amp; Joan. ( <a href="mailto:Hsu@peralta.edu">Hsu@peralta.edu</a>)</li> <li>For short team classes, Chairs shall choose a single faculty evaluator during the first 25% of course meeting days.</li> </ul>
<b><i>Feb.19</i></b> <b><i>Week 4</i></b>	<b><i>Thursday</i></b>	<ul style="list-style-type: none"> <li>If evaluators are not assigned by 2/18, Deans/ VPI choose an evaluator.</li> </ul>
<b><i>Mar.6</i></b> <b><i>Week 5-6</i></b>	<b><i>Friday</i></b>	<ul style="list-style-type: none"> <li>Final day to challenge the evaluator and start lottery process. Lottery to start no later than 7th week.</li> </ul>
<b><i>Mar.12</i></b> <b><i>Week 6</i></b>	<b><i>Thursday</i></b>	<ul style="list-style-type: none"> <li>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.</li> <li>The evaluator to notify the VPI of the proposed timeline no later than 3/12</li> </ul>

<b><i>Mar.25 Week 7-8</i></b>	<b><i>Wednesday</i></b>	<ul style="list-style-type: none"> <li>The evaluatee submits the completed Self- Evaluation Form to the evaluator. (due 3 weeks before the summary report)</li> </ul>
<b><i>Apr.17 Week 9-11</i></b>	<b><i>Friday</i></b>	<ul style="list-style-type: none"> <li>If classroom observation and student evaluations will be done in Canvas, the evaluatee must set this up in Canvas.</li> <li>If student evaluations are being done in person, blank scantron forms and pencils should be picked up in Tower 7<sup>th</sup> floor copy room.</li> <li>Conduct the classroom observation and student evaluations.</li> </ul>
<b><i>May.1 Week 12-13</i></b>	<b><i>Friday</i></b>	<ul style="list-style-type: none"> <li>Dean reviews and returns the completed Administrative Evaluation Form to the evaluators. (due 2 weeks before the summary report)</li> </ul>
<b><i>May. 14 Week 14-15</i></b>	<b><i>Thursday</i></b>	<ul style="list-style-type: none"> <li>Summary Evaluation Meeting is held to review all completed form with the evaluatee.</li> <li>The evaluator also completes the Summary Report Form before May 15.</li> </ul>
<b><i>May. 20 Week 15-16</i></b>	<b><i>Wednesday</i></b>	<ul style="list-style-type: none"> <li>Coordinator makes notification/status to evaluators/ deans/ VPI the documents submission</li> </ul>
<b><i>May.22-25 Week 17</i></b>	<b><i>Friday</i></b>	<ul style="list-style-type: none"> <li>The five completed forms are due to the Office of Instruction.</li> </ul>