

Adjunct Faculty Evaluation Timeline—Fall 2026

Adapted from Appendix G: [Evaluation Procedures](#)

Key Dates

- **Fall Semester Start Date:** Monday, August 17, 2026
 - **Fall Semester End Date:** Saturday, December 19, 2026
-

1. Preparation Phase

Deadline: August 2026

- Identify peer evaluators for adjunct faculty.
 - Finalize the list of adjunct faculty scheduled for evaluation.
 - Notify evaluatees and evaluators via email about orientation dates.
-

2. Orientation & Training

Timeline: August 2026

- Evaluation Guidance Committee (EGC) Conducts adjunct faculty orientation and training in collaboration with AFT and the Academic Senate.
-

3. Initial Meeting

Timeline: Monday, August 17 – Monday, September 7, 2026 (Weeks 1–4)

- Evaluatee and evaluator meet to discuss evaluation objectives and expectations.
 - Dean submits the names of peer evaluators and evaluatees to VPI in the folder.
-

4. Student Questionnaires

Timeline: Monday, September 14 – Monday, October 19, 2026 (Weeks 5–10)

- Electronic questionnaires will be available to students in WebSMART.
 - Paper surveys can be provided upon request.
-

5. Portfolio & Self-Assessment Submission

Deadline: Friday, October 30, 2026 (Week 11)

- Evaluatee submits the portfolio and mandatory self-assessment to the Division Office.
-

6. Classroom Observations

Timeline: Monday, September 14 – Monday, November 2, 2026 (Weeks 5–12)

- Evaluator completes classroom observations.
 - Discuss classroom observations, portfolio, self-assessment, and student questionnaire results with the evaluatee.
 - *The evaluator will meet with the evaluatee within ten (10) working days of the observation(s) to discuss the results.
-

7. Dean's Assessment

Deadline: Friday, November 13, 2026 (Week 13)

- Dean completes the assessment of non-teaching responsibilities.

8. Final Meeting

Timeline: Monday, November 9 – Monday, December 7, 2026 (Weeks 13–17)

- Evaluator and evaluatee meet to discuss the final recommendation.
 - **Dean submits the completed signed Summary to VPI in the folder by December 11.**
-

Additional Resources

- Visit [AFT1493.org](https://www.aft1493.org) to download evaluation procedures, forms, and other relevant documents.