

Adjunct Faculty Evaluation Timeline—Spring 2027

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

Key Dates

- **Spring Semester Start Date:** Tuesday, January 19, 2027
- **Spring Semester End Date:** Wednesday, May 26, 2027
- **Note:**
 - *Spring Break is not included in the calculation of instructional weeks.*
 - *If a holiday falls on a weekday, the evaluation timeline remains aligned to the original weekly schedule, with weeks continuing to begin on Monday for timeline purposes.*

1. Preparation Phase

Deadline: December 14, 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: January 2027

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

3. Initial Meeting

Timeline: Tuesday, January 19 – Monday, February 8, 2027 (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, February 15 – Monday, March 22, 2027 (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, April 9, 2027 (Week 11)

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

6. Classroom Observations

Timeline: Monday, February 15 – Monday, April 12, 2027 (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, April 23, 2027 (Week 13)

- Dean completes the assessment of non-teaching responsibilities.
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8. Final Meeting

Timeline: Monday, April 19 – Monday, May 17, 2027 (Weeks 13–17)

- Evaluator and evaluatee meet to discuss the final recommendation.
 - **Dean submits the completed signed Summary to VPI in the folder by May 21.**
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Additional Resources

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