

Tenure Track Faculty Evaluations 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
-

0. Preparing Evaluation Committee Members

Timeline: May 2026 (Semester Before Fall 2026)

- Submit the chair and members of the Tenure Track Evaluation Committee to Academic Senate.
-

1. Initial Meeting

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

- Evaluation committee establishes its schedule of work.
 - Notify the evaluatee and arrange for student questionnaires.
 - For comprehensive evaluations, the evaluator is agreed upon by the Dean/Responsible Administrator and the evaluatee.
 - Use the “Non-editing teacher” role for evaluations of online courses.
-

2. 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.
-

3. Portfolio and Self-Assessment Submission

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

- Evaluatee submits the portfolio and/or mandatory self-assessment to the evaluator.
-

4. Classroom Observations

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

- Evaluator conducts classroom observations.
 - Within ten (10) working days of the observation, the evaluator discusses the classroom observation results with the evaluatee and provides an overview of student questionnaire results.
-

5. Dean’s Assessment

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

- Dean completes the assessment of non-teaching responsibilities.
-

6. Final Meeting

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

- The Evaluation Committee meets with the evaluatee to communicate the committee’s recommendation.
 - If the overall evaluation summary rating is “Needs Improvement” or “Unsatisfactory,” the committee develops a Performance Improvement Plan with the evaluatee.
 - **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.