

Tenured Faculty Comprehensive and Standard Evaluations 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. Initial Meeting

Timeline: Tuesday, January 19 – Monday, February 8, 2027 (Weeks 1–4)

- Evaluation committee selects a chair and 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, 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.

3. Portfolio and Self-Assessment Submission

Deadline: Friday, April 9, 2027 (Week 11)

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

4. Classroom Observations

Timeline: Monday, February 15 – Monday, April 12, 2027 (Weeks 5–12)

- Evaluator conducts classroom observations, as appropriate.
- 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, April 23, 2027 (Week 13)

- Dean completes the assessment of non-teaching responsibilities.

6. Final Meeting

Timeline: Monday, April 19 – Monday, May 17, 2027 (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 May 21.**
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Additional Resources

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