

Tenured Faculty Comprehensive and Standard Evaluations Timeline — Spring 2026

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

Key Dates

- **Spring Semester Start Date:** Monday, January 12, 2026
 - **Spring Semester End Date:** Thursday, May 21, 2026
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1. Initial Meeting

Timeline: Monday, January 12 – Monday, February 2, 2026 (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.
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2. Student Questionnaires

Timeline: Monday, February 9 – Monday, March 16, 2026 (Weeks 5–10)

- Electronic questionnaires will be available to students in WebSMART.
 - Paper surveys can be provided upon request.
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3. Portfolio and Self-Assessment Submission

Deadline: Friday, March 27, 2026 (Week 11)

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

Timeline: Monday, February 9 – Monday, April 6, 2026 (Weeks 5–12)

- Evaluator conducts classroom observations.
 - Within ten (10) workdays of the observation, the evaluator discusses the classroom observation results with the evaluatee and provides an overview of student questionnaire results.
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5. Dean’s Assessment

Deadline: Friday, April 17, 2026 (Week 13)

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

Timeline: Monday, April 13 – Monday, May 11, 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**
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Additional Resources

- Visit [AFT1493.org](https://aft1493.org) to download evaluation forms and other relevant documents.
- <https://aft1493.org/contract-a-salaries/faculty-evaluation/>