

## Adjunct Faculty Evaluation Timeline—Fall 2025

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

### Key Dates

- **Spring Semester Start Date:** Wednesday, August 13, 2025
- **Spring Semester End Date:** Wednesday, August 13, 2025

---

### 1. Preparation Phase

**Deadline:** August 2025

- 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 2025

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

---

### 3. Initial Meeting

**Timeline:** Wednesday, August 13 – Wednesday, September 10, (Weeks 1–4)

- Evaluatee and evaluator meet to discuss evaluation objectives and expectations.

---

### 4. Student Questionnaires

**Timeline:** Wednesday, September 10 – Wednesday, October 22, 2025 (Weeks 5–10)

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

---

### 5. Portfolio & Self-Assessment Submission

**Deadline:** Wednesday, October 29, 2025 (Week 11)

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

---

### 6. Classroom Observations

**Timeline:** Wednesday, September 10 – Wednesday, November 5, 2025 (Weeks 5–12)

- Evaluator completes classroom observations.
- Evaluator discusses classroom observations, portfolio, self-assessment, and student questionnaire results with the evaluatee.

---

### 7. Dean's Assessment

**Deadline:** Wednesday, November 12, 2025 (Week 13)

- Dean completes the assessment of non-teaching responsibilities.

---

## 8. Final Meeting

**Deadline:** Wednesday, November 12 – Wednesday, December 10, 2025 (Weeks 13–17)

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

---

### Additional Resources

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