

Adjunct Faculty Evaluation Timeline—Spring 2025

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

Key Dates

- **Spring Semester Start Date:** Monday, January 13, 2025
 - **Spring Semester End Date:** Friday, May 16, 2025
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1. Preparation Phase

Deadline: December 15, 2024

- Identify peer evaluators for adjunct faculty.
 - Finalize the list of adjunct faculty scheduled for evaluation.
 - Notify evaluatees and evaluators via email about orientation dates.
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2. Orientation & Training

Timeline: January 2025

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

Timeline: Friday, February 7, 2025 (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.
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4. Student Questionnaires

Timeline: Monday, February 10 – Friday, March 21, 2025 (Weeks 5–10)

- Evaluators administer student questionnaires.
 - Electronic surveys are available upon request.
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5. Portfolio & Self-Assessment Submission

Deadline: Friday, April 4, 2025 (Week 11)

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

Timeline: Monday, February 10 – Friday, April 11, 2025 (Weeks 5–12)

- Evaluator completes classroom observations.
 - Discuss classroom observations, portfolio, self-assessment, and student questionnaire results with the evaluatee.
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7. Dean's Assessment

Deadline: Friday, April 19, 2025 (Week 13)

- Dean completes the assessment of non-teaching responsibilities.

8. Final Meeting

Deadline: Friday, May 17, 2025 (Week 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](https://aft1493.org) to download evaluation forms and other relevant documents.
- <https://aft1493.org/contract-a-salaries/faculty-evaluation/>