

## 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.

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## 8. Final Meeting

**Deadline:** Friday, May 17, 2025 (Week 17)

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

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### Additional Resources

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