

Tenured Faculty Comprehensive and Standard Evaluations 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

1. Initial Meeting

Timeline: Friday, February 7, 2025 (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 10 – Friday, March 21, 2025 (Weeks 5–10)

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

3. Portfolio and Self-Assessment

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

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

4. Classroom Observations

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

- Evaluator conducts classroom observations.
- Within ten workdays 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 18, 2025 (Week 13)

- Dean completes the assessment of non-teaching responsibilities.

6. Final Meeting

Timeline: Monday, April 21 – Friday, May 16, 2025 (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**

Additional Resources

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