

Faculty Evaluation Timeline: SPRING 2026

Note: Spring Break (3/23 – 3/27) is a non-instructional week. Spring semester ends Week 17

The procedures for evaluation of faculty are outlined in Article 7 of the [CCFT Collective Bargaining Agreement](#)

Faculty Evaluation components are located on the Human Resources website:

- Self-Evaluation Form
- Peer Review Committee Forms
- Classroom Visitation Form
- Student Evaluation of Instructor Form
- Administrator Evaluation (when applicable)
- Faculty Plan for Improvement (if applicable)

General Timeline:

Task	Responsibility	Tenure Track & FT Temporary	Regular Full Time & Part Time
Submit lists of peer committee members to Dean & Instructional Specialists.	<ul style="list-style-type: none"> • Division Chair • Director 	Week 4 2/9 - 2/12 FT TEMP ONLY	Week 4 2/9- 2/12
Conduct pre-evaluation conferences . Select CRNs. Set date and time of observations.	<ul style="list-style-type: none"> • Peer Committee • Faculty • Administrator (when applicable) 	Week 5-6 2/17- 2/27	Week 5-6 2/17– 2/27
Student evaluations for full semester (face to face & online) courses and all first 1/2 semester courses.	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • VPI Support Staff 	Week 7-10 3/2 – 3/31	Week 7-12 3/2 - 4/17
For Tenure Track Faculty ONLY: Self eval and self-maintained files submitted to DTCs and Deans	<ul style="list-style-type: none"> • Faculty 	FALL ONLY	NA
Student evaluations for all second 1/2 semester courses.	<ul style="list-style-type: none"> • Peer Committee • Faculty Member • VPI Support Staff 	Week 11 4/6 – 4/10	Week 11-13 4/6 – 4/24
Student survey data turned into reports , returned to faculty and peer committees.	<ul style="list-style-type: none"> • VPI Support Staff 	Week 12 4/13 -4/17	Week 11-14 4/6 – 4/30
DTC meets w/Dean for “pre-post-evaluation” (New process per 2025-2027 contract)	<ul style="list-style-type: none"> • DTC • Dean 	FALL ONLY	NA
Self-evaluations due to Peer evaluators & Instructional Specialists	<ul style="list-style-type: none"> • Faculty • Peer Committee • Instructional Specialists 	Week 13 - 15 4/20 – 5/8 FT TEMP ONLY	Week 13 - 15 4/20– 5/8
Signed peer evaluations submitted to Instructional Specialists. (*)	<ul style="list-style-type: none"> • Faculty • Peer Committee 	Week 13 - 15 4/20 – 5/8 FT TEMP ONLY	Week 15-16 5/4 – 5/15
Administrative post evaluations conducted for all FT faculty.	<ul style="list-style-type: none"> • Faculty Member • Dean 	Week 14 - 16 4/27 – 5/15 FT TEMP ONLY	Week 15 - 17 5/4 – 5/22 FT ONLY
IIRC meets and makes recommendations	<ul style="list-style-type: none"> • IIRC 	FALL ONLY	NA
ALL faculty evaluation components sent to Human Resources by Instructional Specialists.	<ul style="list-style-type: none"> • Dean/Director • Division Chair • Instructional Specialists 	Week 17 - Month End 5/18 – 5/31	Week 17 – Month End 5/18 – 5/31

* The faculty member has 10 days to attach written comments to the peer evaluation from the time of receipt.



SPRING 2026 Weekly Academic Calendar, January 20- May 22, 2026

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
J A N U A R Y	11-Jan	12	13	FLEX DAYS 14	FLEX DAYS 15	Opening Day 16	17
	(Week 1) 18	19	20	21	22	23	24
	DEADLINE: Drop for Full Refund	MLK Holiday	Instruction Begins				
	(Week 2) 25	26	27	28	29	30	31
F E B R U A R Y	(Week 3) 1-Feb	2	3	4	5	6	7
	DEADLINE: *Drop for partial refund *Late Add w/Inst. approval *Drop w/out 'W' *See page 2 for Hybrid Info	Census Date					
	(Week 4) 8	9	10	11	DEADLINE: 12 Submit REFUND Req. Change P/NP Credit by Exam/Ind. Study →	Lincoln Holiday	Board Holiday
	(Week 5) 15	16 Washington Holiday	17	18	19	20	21
(Week 6) 22	23	24	25	26	27	28	
M A R C H	(Week 7) 1-Mar	2	3	4	5	6	7
	(Week 8) 8	9	10	11	12	13	14
	(Week 9) 15	16	17	18	19	20	21
	(Week 10) (Non-Instructional Week) 22	23 Board Holiday	24 Spring Break	25	26	27	28
	(Week 11) 29	30	31	1-Apr	2	3	4
A P R I L	(Week 12) 5	6	7	8	Deadline: 9 Apply for AA/AS Commencement Prog	10	11
	(Week 13) 12	13	14	15	16	17	18
	(Week 14) 19	20	21	22	23	24	25
	DEADLINE: Withdraw w/ "W"	26	27	28	29	30	1-May
M A Y	(Week 16) 3	4	5	6	7	8	9
	(Week 17) 10	11	12	13	14	15	16 Finals Begin
	(Week 18) 17	18 Finals Week →	19	20	21	22 Graduation	23 Instruction Ends