Tenured Faculty Comprehensive and Standard Evaluations
Timeline — Spring 2026
Adapted from Appendix G: Evaluation Procedures

Key Dates
- **Spring Semester Start Date**: Monday, January 12, 2026
- **Spring Semester End Date**: Thursday, May 21, 2026

1. Initial Meeting
Timeline: Monday, January 12 – Monday, February 9, 2026 (Weeks 1–4)
- Evaluation committee selects a chair and establishes its schedule of work.
- Notify the evaluee and arrange for student questionnaires.
- For comprehensive evaluations, the evaluator is agreed upon by the Dean/Responsible Administrator and the evaluee.
- Use the "Non-editing teacher" role for evaluations of online courses.

2. Student Questionnaires
Timeline: Monday, February 9 – Monday, March 23, 2026 (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: Monday, March 30, 2026 (Week 11)
- Evaluee submits the portfolio and/or mandatory self-assessment to the evaluator.

4. Classroom Observations
Timeline: Monday, February 9 – Monday, April 6, 2026 (Weeks 5–12)
- Evaluator conducts classroom observations.
- Within ten workdays of the observation, the evaluator discusses the classroom observation results with the evaluee and provides an overview of student questionnaire results.

5. Dean's Assessment
Deadline: Monday, April 13, 2026 (Week 13)
- Dean completes the assessment of non-teaching responsibilities.

6. Final Meeting
Timeline: Monday, April 13 – Monday, May 11, 2026 (Weeks 13–17)
- The Evaluation Committee meets with the evaluee 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 evaluee.
- **Dean submits the completed signed Summary to VPI in the folder**

Additional Resources
- Visit AFT1493.org to download evaluation forms and other relevant documents.
- https://aft1493.org/contract-a-salaries/faculty-evaluation/

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