Crafton Hills College 2025FA
Faculty Evaluation Timeline

8/15	**INSTRUCTION OFFICE: (Sharon)** 1) Run XFEV: Change the "Sections Starting By" field to the latest, late start date. 2) Run XFES **Divisions:** If you have special circumstances that require student evaluations, be made available early, notify **Sara Butler** at least 2 weeks prior to the needed launch date.
8/20	**Sharon:** Provides list of faculty to be evaluated to Divisions
8/22	**DIVISIONS:** Provide additional names/deletions of full-time and part-time faculty to Instruction (Sharon)
8/25	**INSTRUCTION OFFICE (Sharon)** 1. Run XFEV to "CONFIRM" sections to be evaluated. 2. Send to Sara Butler list of all faculty scheduled for evaluation and course scheduled.
8/25	Sharon provides list to Academic Senate President to request Peer Evaluators.
9/2	**SENATE PRES:** Peer evaluator list due. Submit list to: Deans & Secretaries, **CC Sharon**
9/5	Sharon provides USC Equity Data to Deans
9/8	Sara Butler to provide division course list to TESS
9/8-9/22	**Deans:** Begin holding initial conferences.
9/8-10/24	**Deans/Faculty Chairs/Professors:** Begin administering Classroom Observations (Zoom or in person) *once initial conference has taken place.*
9/29 – 10/10	Student evaluations are available for classes that **end on or before 10/17.**
10/1 – 10/31	Student evaluations are available for **non-instructional faculty**.
11/3- 11/14	Student evaluations are available for classes that **end between 10/18-12/19.**
10/24	**PEER Evaluations**: Due to Division Offices.
11/17	**Student Evaluation Reports** available for **Instructional & Non-Instructional** Faculty
11/20	PDF files of peer evaluations and student evaluations are provided to faculty for use in self-evaluation (*student evaluation reports may be emailed via eval kit one day after course survey closes*)
12/1	**SELF EVALUATIONS Due to Division Office**
12/8 - 12/19	**Deans:** Final Conferences (Zoom or in person) to discuss evaluation. Formal evaluations **must be signed** and dated by **December 19, 2025, per contract.**
12/22	**TESS:** Removes peer/manager evaluators from courses.
Prior to Winter Break	**Deans:** Full evaluation packages made available to VPI (Electronically) **INCLUDING WORKBOOK**. **WORKBOOK** includes missing components, reason item or evaluation is missing, AND deficiency notices.
After 1/9/26	**Division Office:** Update FREM records for each faculty that was just evaluated.
	Sharon: Makes the evaluation packages available, electronically, to HR.

FALL EVALUATIONS
Tenure status is updated following the board meeting during the following SPRING semester.

Below is what Sara needs to receive from each division. This should be an Excel document for her to submit to TESS.

Instructional Faculty Template Example:

Faculty	Course & Section#	Course Start	Course End
Smith, Angela	ENGL 101-14	1/16/24	5/20/24

~ The above info. can be captured many ways, but this is an attempt to avoid you having to type it manually.
~ You can capture the information in EIS, or Informer.

Non-Instructional Faculty Template Example:

Non-Instructional Faculty- Counselor	Department	Dean and/or Director	Need access to Canvas to enter students
Smith, Angela	Counseling	1/16/24	5/20/24

Full Time/Contract/Probationary Faculty: Full evaluation packages include the following:
- FORMAL EVALUATION SUMMARY – INCLUDE RECOMMENDATION/STATEMENT OF IMPROVEMENT
- INTIAL CONFERENCE
- PEER EVALUATIONS (2 for Contract and probationary)
- SELF EVALUATION
- STUDENT EVALUATION REPORTS
- SYLLABI

This package is also submitted for any evaluation with deficiencies.

Adjuncts: their package will **not include** the following:
- STUDENT EVALUATION REPORTS
- SYLLABI

~ WORKBOOK: Please submit FULL and COMPLETE eval packages. Should you have missing components, it is to be clearly noted in your workbook. This includes components missing signatures. Please be sure to clearly note any deficiencies and include/attach a copy of the recommendations. Should an evaluation be skipped that semester, be sure to clearly note the situation and date of next evaluation.