

Faculty Performance Planning and Evaluation Timeline 2025-26

Goals should be aligned with:

- Destination 2027 Strategic [Plan](#)
- Department or division goals
- Faculty service and professional development goals
- Assessment of Student Learning

Fall 2025

Date	Performance Planning
Friday, September 12	Faculty submit performance plans to Department Chair. Department Chairs submit their personal performance plans to Dean.
Friday, September 26	Department Chairs forward finalized faculty performance plans to Deans.
Throughout Fall semester	<i>Schedule and coordinate classroom observations of FT faculty, PT instructors and CE high school teachers.</i>
December/January	Mid-year review recommended between faculty and supervisor

Spring 2026

Date	Provisional to Non-Provisional Faculty Application Process
Spring 2026	Finalize/assemble application. For required contents, consult with Chair/Director, and see: <ol style="list-style-type: none"> 1. PCC Mentoring Handbook 2. Standard Presentation Process: Faculty Provisional to Non-Provisional Application
Friday, March 6	Complete 2026 performance evaluation and include with application. Applications due to Department Chair/Director or Dean (if a chair)
Friday, March 13	Department Chairs/Directors review and submit applications to Deans.
Monday, March 30	Deans review and submit applications to the VPAS. VPAS review and deliver to President.

Date	Annual Performance Review
Spring 2026	Faculty document their results toward their 2023-24 performance plan and goals on the <u>Annual Faculty Performance Planning and Evaluation Form</u> .
Faculty evaluation preparation Friday, March 6	Faculty: Self-evaluations due to Department Chairs/Directors. Department Chairs/Directors: Personal self-evaluations due to Academic Dean.
Supervisor evaluation review and narrative Friday, March 6 – Friday, March 20	Department Chairs/Directors: review faculty self-evaluation narratives, write supervisor narratives, and assign ratings. Academic Deans: review Department Chair self-evaluation narratives, write supervisor evaluation narratives, and assign ratings.
Evaluations due to second-level supervisor Friday, March 20	Department Chairs/Directors forward all evaluation narratives to the Academic Dean. Academic Deans forward chair evaluation narratives to the Vice President of Academic Support.
SPRING BREAK	March 23-28, 2026
Second-level supervisor review and signature Friday, March 20 – Friday, April 3	Academic Deans review evaluations of faculty and provide second-level approval and signature. Vice President of Academic Support reviews evaluations of Department Chairs by their Dean and provides second-level approval and signature.
	Second-level supervisor must sign the evaluation before a rating is present to the employee
Performance Review Meetings Friday, April 3 – Friday, April, 24	Department Chairs/Directors meet with faculty to discuss final evaluations and ratings. Faculty members sign their final evaluations and return them to Chairs/Directors. Academic Deans meet with Department Chairs to discuss final evaluations and rating of personal performance. Department Chairs sign their final evaluation.
Monday, April 27	All signed faculty and chair evaluations are due to the Academic Dean's office.
Monday, April 27 – Thursday, April 30	Final review. Academic Deans forward all signed final evaluations to HR.
Friday, May 1	All evaluations delivered to Human Resources for reporting and budget calculations.