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**Faculty Performance Planning and Evaluation Timeline 2024-25**

Goals should be aligned with:

* Destination 2027 Strategic [Plan](https://pueblocc.edu/destination27)
* Department or division goals
* Faculty service and professional development goals

**Fall 2024**

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| **Date** | **Performance Planning** |
| **Friday, September 13** | **Faculty** submit performance plans to Department Chair  **Department Chairs** submit their personal performance plans to Dean. |
| **Friday, September 27** | **Department Chairs** forward finalized faculty performance plans to Deans. |
| **Throughout**  **Fall semester** | *Schedule and coordinate classroom observations of FT faculty, PT instructors and CE high school teachers.* |
| **December/January** | **Mid-year review** recommended between faculty and supervisor |

**Spring 2025**

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| **Date** | **Provisional to Non-Provisional Faculty Application Process** |
| **Spring 2025** | Finalize/assemble application.  For required contents, consult with Chair/Director, and see:  1. PCC Mentoring Handbook  2.Standard Presentation Process: Faculty Provisional to Non-Provisional Application |
| **Friday, March 7** | Complete 2025 performance evaluation and include with application.  **Applications due** toDepartment Chair/Director or Dean (if a chair) |
| **Friday, March 14** | Department Chairs/Director review and submit applications to Deans. |
| **Monday, March 31** | Deans review and submit applications to the VPAS  VPAS review and deliver to President |

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| **Date** | **Annual Performance Review** |
| **Spring 2025** | Faculty document their results toward their 2024-25 performance plan and goals on the Annual Faculty Performance Planning and Evaluation Form. |
| ***Faculty evaluation preparation***  Friday, March 7 | **Faculty:** Self-evaluations due to Department Chairs/Directors.  **Department Chairs/Directors:** Personalself-evaluations due Academic Dean. |
| ***Supervisor evaluation review and narrative***  Friday, March 7 – Friday, March 21 | **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 21 | **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 24-29, 2025** |  |
| ***Second-level supervisor review and signature***  Friday, March 21 –  Friday, April 4 | **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 presented to the employee** |
| ***Performance Review Meetings***  Friday, April 4 –  Friday, April 25 | **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 28** | All signed faculty and chair evaluations are due to the Academic Dean’s office. |
| **Monday, April 28 – Thursday, May 1** | Final review. **Academic Deans** forward all signed final evaluations to HR. |
| **Friday, May 2** | All evaluations delivered to Human Resources for reporting and budget calculations. |