



SBVC 2026 SP Faculty Evaluation Timeline

1/26	DIVISION OFFICE: 1) Run XFEV: Change the "Sections Starting By" field TO YOUR LATEST, LATE START DATE 2) Access XFES: (Faculty Evaluation Screen) to modify who will/will not be evaluated. NOTE: <u>When reviewing your list, be sure to double check the report against your own records to ensure they match. If not, report the difference to Laura to correct on her end then make necessary changes prior to step 3.</u> 3) Run XFEV: to "CONFIRM" sections to be evaluated.
1/30	Division Office: Send list of those being evaluated to Laura. Refer to step 2 above.
2/3	Laura: Prepare list of FT faculty to be evaluated and send to Academic Senate President to assign peers.
2/9	DIVISION OFFICE: Provide Course Lists for evaluation Kit distribution to Dean Nori Sogomonian .
NEW: If you have special circumstances that require student evaluations to be made available on a unique timeline, notify Nori at least 2 weeks prior to the needed launch date.	
2/12	SENATE PRES: generate peer evaluator list. Submit list to: Deans & Secretaries, CC Laura
2/17-2/27	Deans: Begin holding initial conferences.
2/20	NEW: Please rerun XFEV report to see how many faculty were missed in the first run. Email to Laura
2/17	Deans/Faculty Chairs/Professors: Begin administering Classroom Observations (Zoom or in person) once initial conference has taken place.
2/17	Dean Sogomonian: Provides Division Course Lists to TESS
2/24	TESS Training for Admins. & Admins. Assistants meeting at 9:00 a.m. on zoom: Admin Evaluation Training Zoom Link The following will be discussed: How to access reports, add students for non-instructional faculty, etc.
3/2 – 3/11	Student evaluations available for classes that end on or before 3/13.
3/2 – 3/31	Student evaluations available for non-instructional faculty.
3/27 - 4/7	Student evaluations available for classes that end between 3/14-5/14.
3/30	PEER Evaluations: Due to Division Offices.
4/8	Student Evaluation Reports available for Instructional & Non-Instructional Faculty
4/10	PDF files of peer evaluations and student evaluations are provided to faculty for use in self-evaluation (<i>student evaluation reports may be emailed via eval kit one day after course survey closes</i>)
4/24	SELF EVALUATIONS Due to Division Office
5/1 -5/14	Deans: Final Conferences (Zoom or in person) to discuss evaluation. Formal evaluations must be signed and dated by May 15, 2025 per contract.
5/22	TESS: Removes peer/manager evaluators from courses.
No later than: 6/13/25	Deans: Full evaluation packages made available to VPI (Electronically) INCLUDING WORKBOOK. WORKBOOK to include missing components, reason item or evaluation is missing, AND deficiency notices. <i>When placing your evals in the shared folder, please be sure each evaluation is one single document, let Laura know when you have put your evals in the folder.</i>
After 6/13/25	Laura: Update FREM records for each faculty that was just evaluated.
After above is complete	Laura: Notify division offices to run XFEV report to verify accuracy – DO NOT CONFIRM. DIVISION OFFICES ARE TO WAIT TO RUN XFEV REPORT "CONFIRMED" UNTIL THE TIMELINE FOR THE COMING SEMESTER HAS BEEN RECEIVED FROM THE VPI OFFICE. Laura: Makes the evaluation packages available, electronically, to HR.



COURSE LIST for Faculty up for Evaluation (forward to Nori)

Below is what Andrea is 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, Tom	Counseling	Marco Cota	Nancy Bulgarelli

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: Package will **not include** the following:

- STUDENT EVALUATION REPORTS
- SYLLABI

DEFICIENCIES & INCOMPETE PACKAGES: Make use of the new cells in the workbook noting anything that makes the submission incomplete. **Omissions include:** missing signatures, clearly noted deficiencies (attach copy of recommendations), evaluations that were missed, full detail of why, and date of next evaluation.