**Faculty Evaluation TimeLine - FALL 2024**

**Please note:** Actual observations of work performance for all faculty shall take place **between the 4th and the twelfth 12th week of instruction**, per [Article 19](https://www.gavilan.edu/staff/fplc/docs/gcfaarticle19.pdf) of the GCFA Contract.

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| September 14, 2024  ***By End of Week 3*** |  | Faculty and evaluating administrators receive evaluating assignments and instructions;initiate coordination of classroom observation; review evaluation forms on the Faculty Professional Learning Committee website.  <http://www.gavilan.edu/staff/fplc/all_documents.php> |
| September 21, 2024  ***By End of Week 4*** |  | **Full-Time Faculty** shall submit the name of the peer evaluator.  **Part-Time Faculty** shallsubmit the name of the TFO.  Submit to Dean and area Assistant (contact list on page 2)  **Instructional** Cc: EA, Academic Affairs – [vmasey@gavilan.edu](mailto:vmasey@gavilan.edu)  **Non-instructional** Cc: EA, Student Services – gcardinalli@gavilan.edu |
| October 21, 2024  ***By End of Week 9*** |  | **Instructional** faculty and students receive evaluation survey information from the Office of Academic Affairs.  **Non-instructional/Counseling** student evaluation surveys will be coordinated by the Office of Student Services. |
| November 3, 2024  ***By End of Week 10*** |  | **All student evaluation surveys are due**.  The online survey will close by midnight, Sunday, November 3rd. |
| November 4, 2024  ***Beginning Week 11*** |  | Student evaluation summary reports will be made available by the area administrator. Evaluatees shall complete their self-evaluation form **after** reviewing the student evaluation summary reports and coordinate the final evaluative steps with the observer. |
| November 16, 2024  ***By End of Week 12*** |  | **Per the GCFA contract, the 12th week of instruction is the deadline for completion of all course observations by the administrator or TFO.** |
| **November 18 - December 7, 2024**  ***Week 13 - 15*** |  | **Finalize post-observation meetings.**  **Complete and submit all evaluation documentation (**[**review checklist**](https://www.gavilan.edu/staff/fplc/docs/facultyevaluationchecklistprocess.pdf) **for required docs) to area administrator by Saturday, Dec 7th, 2024.** |
| December 13, 2024  ***By End of Week 16*** |  | Evaluating administrators provide completed faculty evaluations to the Office of Academic Affairs for delivery to Human Resources and for entry into faculty employment record. |

NOTE: Tenure Track deadlines may be tracked separately with Committee Chairs and Deans.

**Area Dean and Assistant Contact List - FALL 2024**

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| **Accessible Education Center** |  | **Dean: Carina Cisneros**  (408) 848-4772  [ccisneros@gavilan.edu](mailto:carinacisneros@gavilan.edu) Division Assistant: Luciana Fuentes (408) 848-4865 [lfuentes@gavilan.edu](mailto:lfuentes@gavilan.edu) |
| **Arts, Humanities, & Social Science** |  | **Dean: Noah Lystrup**  (408) 848-4702  nlystrup@gavilan.edu  **Division Assistant: Cecilia Ghiorzi**  (408) 848-4701  cghiorzi@gavilan.edu |
| **Allied Health** |  | **Dean: Enna Trevathan**  (408) 848-4866  etrevathan@gavilan.edu  **Division Assistant: Isela Garcia**  (408) 848-4883  iggarcia@gavilan.edu |
| **Counseling** |  | **Dean: Diego Espinoza**  (408) 852-2811  [despinoza@gavilan.edu](mailto:despinoza@gavilan.edu)  **Division Assistant: Diana Padilla Urias**  dpadilla@gavilan.edu |
| **Career Education** |  | **Dean: Susan Sweeney**  (408) 848-4757  [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu)  **Division Assistant: Patricia Bautista** (408) 848-4719 pbautista @gavilan.edu |
| **Science, Technology, Engineering, & Mathematics** |  | **Dean: Jennifer Nari**  (408) 852-2880  jnari@gavilan.edu  **Division Assistant: Cecilia Ghiorzi**  (408) 848-4701  cghiorzi@gavilan.edu |