



PERIODIC EVALUATIONS FOR TEMPORARY FACULTY COMPLETE TIME SCHEDULE AY 2018-2019

TEMPORARY FACULTY (SPRING SEMESTER)

MON, JAN 14, 2019	Colleges may begin creating cases in Interfolio. College RTP Representative must update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
FRI, FEB 1, 2019	Deadline for all temporary faculty undergoing a periodic evaluation to submit their material to Interfolio.
FRI, MAR 15, 2019	Department/School Peer Review Committee sends periodic evaluations to temporary faculty undergoing an annual or <i>cumulative</i> evaluation; response/rebuttal due 10 days from receipt of evaluation (approximately MAR 25). If there is a response/rebuttal, the reviewing body <u>is not required</u> to respond; but should they decide to do so, they have 10 days to respond (approximately APR 8).
APR 1 – 5, 2019	Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)
TUE, APR 9, 2019	Department Chair/School Director (or designee of the dean) sends periodic evaluations to temporary faculty undergoing an annual or <i>cumulative</i> evaluation; response/rebuttal due 10 days from receipt of evaluation (approximately APR 19). If there is a response/rebuttal, the reviewing body <u>is not required</u> to respond; but should they decide to do so, they have 10 days to respond (approximately APR 29).
TUE, APR 30, 2019	Dean sends periodic evaluations to faculty undergoing a <i>cumulative</i> evaluation. (There is no response or rebuttal to the personnel decision for a <i>cumulative</i> evaluation.).
WED, MAY 1, 2019	Completed evaluations to be filed in official Personnel Action Files.

ASSISTANT DEANS (SPRING SEMESTER)

MON, JAN 14, 2019	Colleges may begin creating cases in Interfolio. College RTP Representative must update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
FRI, FEB 1, 2019	Deadline for all temporary faculty undergoing a periodic evaluation to submit their material to Interfolio.
FRI, MAR 15, 2019	College/Student Affairs Peer Review Committee sends periodic evaluations to assistant deans undergoing an annual or <i>cumulative</i> review; response/rebuttal due 10 days from receipt of evaluation (approximately MAR 25). If there is a response/rebuttal, the reviewing body <u>is not required</u> to respond; but should they decide to do so, they have 10 days to respond (approximately APR 8).
APR 1 – 5, 2019	Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)
TUE, APR 9, 2019	College Dean/Student Affairs AVP sends periodic evaluations to assistant deans; response/rebuttal due 10 days from receipt of evaluation (approximately APR 19). If there is a response/rebuttal, the reviewing body <u>is not required</u> to respond; but should they decide to do so, they have 10 days to respond (approximately APR 29). There is no response or rebuttal to the personnel decision for a <i>cumulative</i> evaluation.
WED, MAY 1, 2019	Completed evaluations to be filed in official Personnel Action Files.