



SAN DIEGO STATE  
UNIVERSITY

**DIVISION OF STUDENT AFFAIRS**  
**PERIODIC EVALUATIONS FOR**  
**TEMPORARY FACULTY**  
**COMPLETE TIME SCHEDULE AY 2018-2019**

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**TEMPORARY FACULTY (SPRING SEMESTER)**

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<b>MON, JAN 14, 2019</b>	Division may begin creating cases in Interfolio. RTP Representative must update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
<b>FRI, FEB 1, 2019</b>	Deadline for all temporary faculty undergoing a periodic evaluation to submit their material to Interfolio.
<b>FRI, MAR 15, 2019</b>	<b>Division Peer Review Committee</b> sends periodic evaluations to temporary faculty undergoing an annual or <i>cumulative</i> evaluation; response/rebuttal due 10 days from receipt of evaluation (approximately <b>MAR 25</b> ). 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 <b>APR 8</b> ).
<b>APR 1 – 5, 2019</b>	<b>Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)</b>
<b>TUE, APR 9, 2019</b>	<b>Division Director</b> sends periodic evaluations to temporary faculty undergoing an annual or <i>cumulative</i> evaluation; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 19</b> ). 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 <b>APR 29</b> ).
<b>TUE, APR 30, 2019</b>	<b>Student Affairs AVP</b> sends periodic evaluations to temporary faculty undergoing a <i>cumulative</i> evaluation. (There is no response or rebuttal to the personnel decision for a <i>cumulative</i> evaluation.)
<b>WED, MAY 1, 2019</b>	Completed evaluations to be filed in official Personnel Action Files.

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**ASSISTANT DEANS (SPRING SEMESTER)**

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<b>MON, JAN 14, 2019</b>	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.
<b>FRI, FEB 1, 2019</b>	Deadline for all temporary faculty undergoing a periodic evaluation to submit their material to Interfolio.
<b>FRI, MAR 15, 2019</b>	<b>College/Student Affairs Peer Review Committee</b> sends periodic evaluations to assistant deans undergoing an annual or <i>cumulative</i> review; response/rebuttal due 10 days from receipt of evaluation (approximately <b>MAR 25</b> ). 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 <b>APR 8</b> ).
<b>APR 1 – 5, 2019</b>	<b>Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)</b>
<b>TUE, APR 9, 2019</b>	<b>College Dean/Student Affairs AVP</b> sends periodic evaluations to assistant deans; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 19</b> ). 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 <b>APR 29</b> ). There is no response or rebuttal to the personnel decision for a <i>cumulative</i> evaluation.
<b>WED, MAY 1, 2019</b>	Completed evaluations to be filed in official Personnel Action Files.