



## **DIVISION OF STUDENT AFFAIRS PERIODIC EVALUATIONS COMPLETE TIME SCHEDULE AY 2017-2018**

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### **PROBATIONARY FACULTY**

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*\*For probationary faculty in their 1st year, a mentoring meeting with division director may be requested in lieu of a formal evaluation.*

<b>FRI, AUG 4, 2017</b>	Faculty Advancement distributes <i>Faculty Evaluations Master List</i> .
<b>MON, SEP 4, 2017</b>	<b>Labor Day Holiday (Campus Closed)</b>
<b>FRI, SEP 15, 2017</b>	Units must submit the names of committee members for the all levels of review to Faculty Advancement.
<b>WED, NOV 1, 2017</b>	Deadline for all faculty undergoing a periodic evaluation to submit their materials.
<b>FRI, DEC 8, 2017</b>	<b>Division Peer Review Committee</b> sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>DEC 18</b> ).
<b>MON, JAN 15, 2018</b>	<b>Division Director</b> sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>JAN 25</b> ).
<b>THU, FEB 1, 2018</b>	Final evaluation to be filed in official Personnel Action Files.

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### **TENURED FACULTY**

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<b>THU, FEB 1, 2018</b>	Deadline for all faculty undergoing a periodic evaluation to submit their materials.
<b>THU, MAR 15, 2018</b>	<b>Division Peer Review Committee</b> sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>MAR 26</b> ).
<b>MAR 26-MAR 30, 2018</b>	<b>Spring Break and Cesar Chavez Holiday (Campus closed on MAR 30)</b>
<b>TUE, MAY 1, 2018</b>	<b>Division Director</b> sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>MAY 11</b> ).
<b>FRI, MAY 18, 2018</b>	Final evaluation to be filed in official Personnel Action Files.

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### **ASSISTANT DEANS**

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<b>FRI, MAR 16, 2018</b>	Deadline for all Assistant Deans undergoing periodic evaluation to submit their materials.
<b>MON, APR 2, 2018</b>	<b>College/Student Affairs Peer Review Committee</b> sends periodic evaluations to assistant deans; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 12</b> )
<b>FRI, APR 20, 2018</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 30</b> )
<b>FRI, MAY 4, 2018</b>	Final evaluation to be filed in official Personnel Action Files.