



LIBRARY AND INFORMATION ACCESS PERIODIC EVALUATIONS FOR TENURED/TENURE-TRACK FACULTY COMPLETE TIME SCHEDULE AY 2018-2019

PROBATIONARY FACULTY (FALL SEMESTER)

**For probationary faculty in their 1st year, a mentoring meeting with dean or designee may be requested in lieu of a formal evaluation.*

FRI, JUN 15, 2018	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> .
FRI, AUG 3, 2018	Colleges may begin creating cases in Interfolio.
MON, SEP 3, 2018	Labor Day Holiday (Campus Closed)
FRI, SEP 7, 2018	Deadline for all faculty undergoing a periodic evaluation to submit their material.
MON, SEP 24, 2018	Colleges must submit the names of peer review committee members to Faculty Advancement.
FRI, OCT 19, 2018	College Peer Review Committee sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately OCT 29). 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 NOV 8).
FRI, OCT 26, 2018	Dean sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately NOV 5). 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 NOV 8).
FRI, NOV 16, 2018	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

TENURED FACULTY (SPRING SEMESTER)

MON, JAN 14, 2019	Colleges may begin creating cases in Interfolio.
FRI, FEB 1, 2019	Deadline for all tenured faculty undergoing a periodic evaluation to submit their material.
FRI, MAR 15, 2019	College Peer Review Committee sends periodic evaluations to tenured faculty; 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	Dean sends periodic evaluations to tenured faculty; 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	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.