



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 department chair or school director may be requested in lieu of a formal evaluation.*

- FRI, JUN 15, 2018** Faculty Advancement distributes *Faculty Evaluations Master Schedule*.
- 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 probationary faculty undergoing a periodic evaluation to submit their materials to the department.
- MON, SEP 24, 2018** Colleges must submit the names of peer review committee members for the department and college levels to Faculty Advancement.
- FRI, OCT 19, 2018** **Department/School 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 is not required to respond; but should they decide to do so, they have 10 days to respond (approximately **NOV 8**).
- FRI, OCT 26, 2018** **Department Chair/School Director** (or designee of the 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 is not required to respond; but should they decide to do so, they have 10 days to respond (approximately **NOV 15**).
- 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 tenured faculty undergoing a periodic evaluation to submit their materials to the department.
- FRI, MAR 15, 2019** **Department/School 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 is not required 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 tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **APR 19**). If there is a response/rebuttal, the reviewing body is not required 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.