DIVISION OF STUDENT AFFAIRS
PERIODIC EVALUATIONS FOR
TENURED/TENURE-TRACK FACULTY
COMPLETE TIME SCHEDULE AY 2018-2019

PROBATIONARY FACULTY (FALL SEMESTER)

*For probationary SSPARs in their 1st year, a mentoring meeting with division 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 Division may begin creating cases in Interfolio.
MON, SEP 3, 2018 Labor Day Holiday (Campus Closed)
FRI, SEP 7, 2018 Deadline for all probationary SSPARs undergoing a periodic evaluation to submit their material.
MON, SEP 24, 2018 Division must submit the names of peer review committee members to Faculty Advancement.
FRI, OCT 19, 2018 Division Peer Review Committee sends periodic evaluations to probationary SSPARs; 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 Division Director sends periodic evaluations to probationary SSPARs; 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 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 Division may begin creating cases in Interfolio.
FRI, FEB 1, 2019 Deadline for all tenured SSPARs undergoing a periodic evaluation to submit their material.
FRI, MAR 15, 2019 Division Peer Review Committee sends periodic evaluations to tenured SSPARs; 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 Division Director sends periodic evaluations to tenured SSPARs; 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.