



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 <i>Faculty Evaluations Master Schedule</i> .
FRI, AUG 3, 2018	Division may begin creating cases in Interfolio.
MON, SEP 3, 2018	Labor Day Holiday (Campus Closed)
FRI, SEP 28, 2018	Deadline for all probationary SSPARs undergoing a periodic evaluation to submit their material.
MON, OCT 22, 2018	Division must submit the names of peer review committee members to Faculty Advancement.
FRI, NOV 30, 2018	Division Peer Review Committee sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately DEC 10). 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 DEC 20).
FRI, DEC 21, 2018	Division Director sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately DEC 31). 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 JAN 10).
FRI, JAN 11, 2019	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 <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	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 <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.