



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

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

PROBATIONARY FACULTY

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

TENURED FACULTY

THU, FEB 1, 2018	Deadline for all faculty undergoing a periodic evaluation to submit their materials.
THU, FEB 8, 2018	Materials can be released to begin the periodic evaluation process.
THU, MAR 15, 2018	Division Peer Review Committee sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately MAR 26).
MAR 26-MAR 30, 2018	Spring Break and Cesar Chavez Holiday (Campus closed on MAR 30)
TUE, MAY 1, 2018	Division Director sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately MAY 11).
FRI, MAY 18, 2018	Division sends completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.