

**UNIVERSITY LIBRARY**  
**PERIODIC EVALUATIONS FOR**  
**TEMPORARY FACULTY**  
**COMPLETE TIME SCHEDULE AY 2023-2024**

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**TEMPORARY FACULTY**

**Spring Semester**

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<b>FRI, DEC 8, 2023</b>	Colleges may begin creating cases in Interfolio. RTP Representatives update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
<b>THU, FEB 29, 2024</b>	<b>Submission Deadline.</b> Temporary faculty undergoing a periodic evaluation to submit their material via Interfolio by this date.
<b>APR 1-5, 2024</b>	<b>Spring Break and Cesar Chavez Day (Campus Closed on APR 1)</b>
<b>FRI, APR, 12, 2024</b>	<b>College Peer Review Committee</b> sends periodic evaluations to temporary faculty undergoing an <i><b>annual</b></i> or <i><b>cumulative evaluation</b></i> ; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 22</b> ).
<b>FRI, MAY 3, 2024</b>	<b>Dean</b> sends periodic evaluations to temporary faculty undergoing an <i><b>annual</b></i> or <i><b>cumulative evaluation</b></i> . (There is no response or rebuttal to this personnel decision.)
<b>FRI, MAY 17, 2024</b>	Completed evaluations to be filed in official Personnel Action Files.