

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

TEMPORARY FACULTY

Spring Semester

FRI, DEC 8, 2023	Colleges may begin creating cases in Interfolio. College RTP Representative must update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
TUE, JAN 30, 2024	Departments / Schools should provide evaluation criteria to candidates no later than 14 days after the first day of instruction. Changes in process or guidelines cannot be made after this date for use in the current academic year.
THU, FEB 29, 2024	Submission Deadline. Temporary faculty undergoing a periodic evaluation must submit their material via Interfolio by this date.
FRI, MAR 22, 2024	Department/School Peer Review Committee sends periodic evaluations to temporary faculty undergoing an annual or cumulative evaluation ; response/rebuttal due 10 days from receipt of evaluation (approximately APR 8 ; extended for Spring Break).
APR 1-5, 2024	Spring Break and Cesar Chavez Day (Campus Closed on APR 1)
FRI, APR 12, 2024	Department Chair/School Director (or designee of the dean) sends periodic evaluations to temporary faculty undergoing an annual or cumulative evaluation ; response/rebuttal due 10 days from receipt of evaluation (approximately APR 22).
FRI, MAY 3, 2024	Dean sends periodic evaluations to temporary faculty undergoing a cumulative evaluation . (There is no response or rebuttal to this personnel decision.)
FRI, MAY 17, 2024	Completed evaluations to be filed in official Personnel Action Files.

ASSISTANT DEANS

Spring Semester

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