### TEMPORARY FACULTY

**FRI, DEC 8, 2023**  Division may begin creating cases in Interfolio. 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 to submit their material via Interfolio by this date.

**FRI, MAR 22, 2024**  **Division 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**  **Division Director** 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**  **Student Affairs AVP** sends periodic evaluations to temporary faculty undergoing a **cumulative evaluation** and/or **range elevation** review. (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

**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.