

**DIVISION OF STUDENT AFFAIRS**  
**PERIODIC EVALUATIONS FOR**  
**TEMPORARY FACULTY**  
**COMPLETE TIME SCHEDULE AY 2023-2024**

**TEMPORARY FACULTY**

**Spring Semester**

<b>FRI, DEC 8, 2023</b>	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.
<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>FRI, MAR 22, 2024</b>	<b>Division Peer Review Committee</b> sends periodic evaluations to temporary faculty undergoing an annual or <b>cumulative</b> evaluation; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 8</b> ; extended for Spring Break).
<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>Division Director</b> sends periodic evaluations to temporary faculty undergoing an annual or <b>cumulative</b> evaluation; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 22</b> ).
<b>FRI, MAY 3, 2024</b>	<b>Student Affairs AVP</b> sends periodic evaluations to temporary faculty undergoing a <b>cumulative evaluation</b> and/or <b>range elevation</b> review. (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.

**ASSISTANT DEANS**

**Spring Semester**

<b>FRI, DEC 8, 2023</b>	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.
<b>THU, FEB 29, 2024</b>	<b>Submission Deadline.</b> Temporary faculty undergoing a periodic evaluation must 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/Student Affairs Peer Review Committee</b> sends periodic evaluations to assistant deans undergoing an <b>annual</b> or <b>cumulative evaluation</b> ; response/rebuttal due 10 days from receipt of evaluation (approximately <b>APR 22</b> ).
<b>FRI, MAY 3, 2024</b>	<b>College Dean/Student Affairs AVP</b> sends periodic evaluations to assistant deans undergoing <b>annual</b> or <b>cumulative evaluation</b> . (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.