

**UNIVERSITY LIBRARY**  
**PERIODIC EVALUATIONS FOR**  
**TENURED/TENURE-TRACK FACULTY**  
**COMPLETE TIME SCHEDULE AY 2022-2023**

---

**PROBATIONARY FACULTY**

**Fall Semester**

*\*For probationary faculty in their 1st year, a mentoring meeting with dean or designee may be requested in lieu of a formal evaluation.*

<b>FRI, JUL 28, 2023</b>	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> . Colleges may begin creating cases in Interfolio.
<b>FRI, SEP 1, 2023</b>	Colleges must submit the names of peer review committee members to Faculty Advancement.
<b>MON, SEP 4, 2023</b>	<b>Labor Day Holiday (Campus Closed)</b>
<b>THU, SEP 21, 2023</b>	<b>Submission Deadline.</b> Probationary faculty undergoing a periodic evaluation must submit their material via Interfolio by this date.
<b>FRI, NOV 17, 2023</b>	<b>College Peer Review Committee</b> sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>NOV 27</b> ).
<b>NOV 23-24, 2023</b>	<b>Thanksgiving Break (Campus Closed)</b>
<b>FRI, DEC 8, 2023</b>	<b>Dean</b> sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>DEC 18</b> ).
<b>DEC 21-26, 2023</b>	<b>Winter Break (Campus Closed)</b>
<b>FRI, JAN 5, 2024</b>	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

---

**TENURED FACULTY**

**Spring Semester**

<b>FRI, DEC 8, 2023</b>	Colleges may begin creating cases in Interfolio.
<b>THU, FEB 29, 2024</b>	<b>Submission Deadline.</b> Tenured 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 Peer Review Committee</b> sends periodic evaluations to tenured faculty; 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 tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately <b>MAY 13</b> ).
<b>FRI, MAY 17, 2024</b>	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.