



DIVISION OF STUDENT AFFAIRS
PERIODIC EVALUATIONS FOR TENURED/TENURE-TRACK FACULTY
COMPLETE TIME SCHEDULE AY 2021-2022

***Changes to Spring deadlines were made on 1/10/22 as an outcome of discussions with CFA & SDSU.**

PROBATIONARY FACULTY (FALL SEMESTER)

**For probationary SSPARs in their 1st year, a mentoring meeting with division director may be requested in lieu of a formal evaluation.*

- MON, AUG 2, 2021** Faculty Advancement distributes *Faculty Evaluations Master Schedule*. Division may begin creating cases in Interfolio.
- FRI, SEP 3, 2021** Division must submit the names of peer review committee members to Faculty Advancement.
- MON, SEP 6, 2021** **Labor Day Holiday (Campus Closed)**
- THU, SEP 23, 2021** **Submission Deadline.** Probationary SSPARs undergoing a periodic evaluation must submit their material via Interfolio by this date.
- FRI, DEC 17, 2021** **Division Peer Review Committee** sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **JAN 3 – extended due to holiday/campus closures**).
- DEC 24-29, 2021** **Winter Break (Campus Closed)**
- FRI, JAN 7, 2022** **Division Director** sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **JAN 18 - extended due to holiday/campus closures**).
- MON, JAN 17, 2022** **Martin Luther King, Jr. Holiday (Campus Closed)**
- FRI, JAN 21, 2022** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

TENURED FACULTY (SPRING SEMESTER)

- FRI, DEC 10, 2021** Division may begin creating cases in Interfolio.
- MON, FEB 28, 2022** **Submission Deadline.** Tenured SSPARs undergoing a periodic evaluation must submit their material via Interfolio by this date.
- MAR 28-APR 1** **Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)**
- FRI, APR 8, 2022** **Division Peer Review Committee** sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **APR 18**).
- FRI, MAY 6, 2022** **Division Director** sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **MAY 16**).
- FRI, MAY 20, 2022** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.