

DIVISION OF STUDENT AFFAIRS
PERIODIC EVALUATIONS FOR TENURED/TENURE-TRACK FACULTY
COMPLETE TIME SCHEDULE AY 2022-2023

PROBATIONARY FACULTY	FALL SEMESTER
<i>*For probationary SSPARs in their 1st year, a mentoring meeting with division director may be requested in lieu of a formal evaluation.</i>	
FRI, JUL 15, 2022	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> . Division may begin creating cases in Interfolio.
FRI, SEP 2, 2022	Division must submit the names of peer review committee members to Faculty Advancement.
MON, SEP 5, 2022	Labor Day Holiday (Campus Closed)
THU, SEP 22, 2022	Submission Deadline. Probationary SSPARs undergoing a periodic evaluation must submit their material via Interfolio by this date.
FRI, DEC 16, 2022	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 22-27, 2022	Winter Break (Campus Closed)
FRI, JAN 6, 2023	Division Director sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately JAN 17 - extended due to holiday/campus closures).
MON, JAN 16, 2023	Martin Luther King, Jr. Holiday (Campus Closed)
FRI, JAN 20, 2023	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.
TENURED FACULTY	SPRING SEMESTER
FRI, DEC 9, 2022	Division may begin creating cases in Interfolio.
TUE, FEB 28, 2023	Submission Deadline. Tenured SSPARs undergoing a periodic evaluation must submit their material via Interfolio by this date.
MAR 27-31, 2023	Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)
FRI, APR 7, 2023	Division Peer Review Committee sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately APR 17).
FRI, MAY 5, 2023	Division Director sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately MAY 15).
FRI, MAY 19, 2023	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.