

DIVISION OF STUDENT AFFAIRS
PERIODIC EVALUATIONS FOR TENURED/TENURE-TRACK FACULTY
COMPLETE TIME SCHEDULE AY 2023-2024

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.*

- FRI, JUL 28, 2023** Faculty Advancement distributes *Faculty Evaluations Master Schedule*. Division may begin creating cases in Interfolio.
- FRI, SEP 1, 2023** Division must submit the names of peer review committee members to Faculty Advancement.
- MON, SEP 4, 2023** **Labor Day Holiday (Campus Closed)**
- THU, SEP 21, 2023** **Submission Deadline.** Probationary SSPARs undergoing a periodic evaluation must submit their material via Interfolio by this date.
- FRI, DEC 15, 2023** **Division Peer Review Committee** sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **JAN 2**; extended due to holiday/campus closures).
- DEC 21-26, 2023** **Winter Break (Campus Closed)**
- FRI, JAN 5, 2024** **Division Director** sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **JAN 16**; extended due to holiday/campus closures).
- MON, JAN 15, 2024** **Martin Luther King, Jr. Holiday (Campus Closed)**
- FRI, JAN 19, 2024** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

TENURED FACULTY

Spring Semester

- FRI, DEC 8, 2023** Division may begin creating cases in Interfolio.
- THU, FEB 29, 2024** **Submission Deadline.** Tenured SSPARs 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** **Division Peer Review Committee** sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **APR 22**).
- FRI, MAY 3, 2024** **Division Director** sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation (approximately **MAY 13**).
- FRI, MAY 17, 2024** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.