

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

**PROBATIONARY FACULTY**

**FALL SEMESTER**

*\*For probationary faculty in their 1<sup>st</sup> year, a mentoring meeting with department chair or school director may be requested in lieu of a formal evaluation.*

- FRI, JUL 15, 2022** Faculty Advancement distributes *Faculty Evaluations Master Schedule*. Colleges may begin creating cases in Interfolio.
- FRI, SEP 2, 2022** Colleges must submit the names of peer review committee members for the department and college levels to Faculty Advancement.
- MON, SEP 5, 2022** **Labor Day Holiday (Campus Closed)**
- THU, SEP 22, 2022** **Submission Deadline.** Probationary faculty undergoing a periodic evaluation must submit their material via Interfolio by this date.
- FRI, OCT 21, 2022** **Department/School Peer Review Committee** sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **OCT 31**).
- FRI, OCT 28, 2022** **Department Chair/School Director** (or designee of the dean) sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **NOV 7**).
- THU, DEC 15, 2022** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

**TENURED FACULTY**

**SPRING SEMESTER**

- FRI, DEC 9, 2022** Colleges may begin creating cases in Interfolio.
- TUE, FEB 28, 2023** **Submission Deadline.** Tenured faculty undergoing a periodic evaluation to submit their material via Interfolio by this date.
- FRI, MAR 24, 2023** **Department/School Peer Review Committee** sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **APR 3**).
- MAR 27-31, 2023** **Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)**
- FRI, APR 7, 2023** **Department Chair/School Director** (or designee of the dean) sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **APR 17**).
- FRI, MAY 5, 2023** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.