

**PERIODIC EVALUATIONS FOR
TENURED/TENURE-TRACK FACULTY
COMPLETE TIME SCHEDULE AY 2023-2024**

PROBATIONARY FACULTY

Fall Semester

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

FRI, JUL 28, 2023	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> . Colleges may begin creating cases in Interfolio.
FRI, SEP 1, 2023	Colleges must submit the names of peer review committee members for the department and college levels to Faculty Advancement.
MON, SEP 4, 2023	Labor Day Holiday (Campus Closed)
THU, SEP 21, 2023	Submission Deadline. Probationary faculty undergoing a periodic evaluation must submit their material via Interfolio by this date.
FRI, OCT 20, 2023	Department/School Peer Review Committee sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation (approximately OCT 30).
FRI, OCT 27, 2023	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 6).
FRI, DEC 15, 2023	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

TENURED FACULTY

Spring Semester

FRI, DEC 8, 2023	Colleges may begin creating cases in Interfolio.
THU, FEB 29, 2024	Submission Deadline. Tenured faculty undergoing a periodic evaluation to submit their material via Interfolio by this date.
FRI, MAR 22, 2024	Department/School Peer Review Committee sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately APR 8 ; extended for Spring Break).
APR 1-5, 2024	Spring Break and Cesar Chavez Day (Campus Closed on APR 1)
FRI, APR 12, 2024	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 22).
FRI, MAY 3, 2024	Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

