

**UNIVERSITY LIBRARY**  
**PERIODIC EVALUATIONS FOR**  
**TENURED/TENURE-TRACK FACULTY**  
**COMPLETE TIME SCHEDULE AY 2024-2025**

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**PROBATIONARY FACULTY**

**Fall Semester**

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

- FRI, AUG 2, 2024** Faculty Advancement distributes *Faculty Evaluations Master Schedule*. Colleges may begin creating cases in Interfolio.
- MON, SEP 2, 2024** **Labor Day Holiday (Campus Closed)**
- FRI, SEP 6, 2024** Colleges must submit the names of peer review committee members for the department and college levels to Faculty Advancement.
- MON, SEP 23, 2024** **Submission Deadline.** Probationary faculty undergoing a periodic evaluation must submit their material via Interfolio by this date.
- FRI, NOV 15, 2024** **College Peer Review Committee** sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation.
- NOV 28-29, 2024** **Thanksgiving Break (Campus Closed)**
- FRI, DEC 6, 2024** **Dean** sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation.
- FRI, DEC 20, 2024** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

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**TENURED FACULTY**

**Spring Semester**

- FRI, DEC 13, 2024** Colleges may begin creating cases in Interfolio.
- FRI, FEB 28, 2025** **Submission Deadline.** Tenured faculty undergoing a periodic evaluation to submit their material via Interfolio by this date.
- MAR 31-APR 4, 2025** **Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)**
- FRI, APR 11, 2025** **College Peer Review Committee** sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **APR 22**).
- FRI, MAY 2, 2025** **Dean** sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation (approximately **MAY 13**).
- FRI, MAY 16, 2025** Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.