

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

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, 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, OCT 18, 2024 **Department/School Peer Review Committee** sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation.

FRI, OCT 25, 2024 **Department Chair/School Director** (or designee of the dean) sends periodic evaluations to probationary faculty; response/rebuttal due 10 days from receipt of evaluation.

FRI, DEC 13, 2024 Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.

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.

FRI, MAR 21, 2025 **Department/School Peer Review Committee** sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation.

MAR 31-APR 4, 2025 **Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)**

FRI, APR 11, 2025 **Department Chair/School Director** (or designee of the dean) sends periodic evaluations to tenured faculty; response/rebuttal due 10 days from receipt of evaluation.

FRI, MAY 2, 2025 Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.