SDSU | San Diego State University

DIVISION OF STUDENT AFFAIRS AND CAMPUS DIVERSITY
PERIODIC EVALUATIONS FOR <u>TENURED/TENURE-TRACK FACULTY</u>
COMPLETE TIME SCHEDULE AY 2024-2025

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, 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 SSPARs undergoing a periodic evaluation must submit their material via Interfolio by this date.

FRI, DEC 13, 2024   **Division Peer Review Committee** sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation.

DEC 24 - 27, 2024   **Winter Break (Campus Closed)**

WED, JAN 1, 2025   **New Year's Day (Campus Closed)**

FRI, JAN 3, 2025   **Division Director** sends periodic evaluations to probationary SSPARs; response/rebuttal due 10 days from receipt of evaluation.

FRI, JAN 17, 2025   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.

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

FRI, APR 11, 2025   **Division Peer Review Committee** sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation.

FRI, MAY 2, 2025   **Division Director** sends periodic evaluations to tenured SSPARs; response/rebuttal due 10 days from receipt of evaluation.

FRI, MAY 16, 2025   Completed evaluations to Faculty Advancement to be filed in official Personnel Action Files.