

**UNIVERSITY LIBRARY**  
**PERIODIC EVALUATIONS FOR**  
**TEMPORARY FACULTY**  
**COMPLETE TIME SCHEDULE AY 2024-2025**

---

TEMPORARY FACULTY

Spring Semester

---

- FRI, DEC 13, 2024** Colleges may begin creating cases in Interfolio. RTP Representatives update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
- FRI, FEB 28, 2025** **Submission Deadline.** Temporary 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 temporary faculty undergoing an **annual** or **cumulative evaluation**; response/rebuttal due 10 days from receipt of evaluation.
- FRI, MAY 2, 2025** **Dean** sends periodic evaluations to temporary faculty undergoing an **annual** or **cumulative evaluation**. (There is no response or rebuttal to this personnel decision.)
- FRI, MAY 16, 2025** Completed evaluations to be filed in official Personnel Action Files.