

**DIVISION OF STUDENT AFFAIRS**  
**PERIODIC EVALUATIONS FOR**  
**TEMPORARY FACULTY**  
**COMPLETE TIME SCHEDULE AY 2024-2025**

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**TEMPORARY FACULTY**

**Spring Semester**

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- FRI, DEC 13, 2024** Colleges may begin creating cases in Interfolio. College RTP Representative must 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 must submit their material via Interfolio by this date.
- FRI, MAR 21, 2025** **Division Peer Review Committee** sends periodic evaluations to temporary faculty undergoing an annual or **cumulative** evaluation; 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** **Division Director** 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** **Student Affairs AVP** sends periodic evaluations to temporary faculty undergoing a **cumulative evaluation** and/or **range elevation** review. (There is no response or rebuttal to this personnel decision.)
- FRI, MAY 16, 2025** Completed evaluations to be filed in official Personnel Action Files.

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**ASSISTANT DEANS**

**Spring Semester**

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- FRI, DEC 13, 2024** Colleges may begin creating cases in Interfolio. College RTP Representative must 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 must 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/Student Affairs Peer Review Committee** sends periodic evaluations to assistant deans undergoing an **annual** or **cumulative evaluation**; response/rebuttal due 10 days from receipt of evaluation.
- FRI, MAY 2, 2025** **College Dean/Student Affairs AVP** sends periodic evaluations to assistant deans undergoing **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.