

**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. College RTP Representative must update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement.
- TUE, FEB 4, 2025** Departments / Schools should provide evaluation criteria to candidates no later than 14 days after the first day of instruction. Changes in process or guidelines cannot be made after this date for use in the current academic year.
- 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** **Department/School 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** **Department Chair/School Director** (or designee of the dean) 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 a **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.

**ASSISTANT DEANS**

**Spring Semester**

- 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.