

**CALENDAR FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY
"MINI REVIEW" AY 2023 - 2024**

Due Date¹	Activity	Details
JANUARY		
Fri, Jan 5	Notify Probationary Faculty of Mini Review	Faculty Services
	<i>Candidates have responsibility to assemble evidence of their performance, in F180, to facilitate a quality assessment of their progress toward promotion and/or tenure.</i>	Candidates in Faculty180
FEBRUARY		
Fri, Feb 9	Submit ASA-P and Supporting Material <i>"Regenerate" and Submit the Packet.</i> <i>(Faculty Services will lock Packets.)</i>	Candidate via eFaculty
Mon, Feb 12	Move Packet (Dossier) to Department² Level Reviewers	Faculty Services via eFaculty
MARCH		
Fri, Mar 1	Committee Submits Evaluation ³ if Department Chair is Writing a Separate Evaluation. <i>Committee is allowed to submit each case earlier than this deadline.</i>	Committee via eFaculty
Fri, Mar 8	Submit Chair Evaluation (if Chair is Writing a Separate Evaluation)	Chair via eFaculty
	Submit Department Level Evaluation(s)	Chair/Comm. via eFaculty
Mon, Mar 11	Department Level Evaluation(s) Sent to Candidates	Faculty Services via eFaculty
Thu, Mar 21	Optional Response to Department Level Evaluation(s) Due	Candidate via eFaculty
Fri, Mar 22	Move Packet (Dossier) to College Level Evaluator	Faculty Services via eFaculty
APRIL		
Fri, Apr 26	Submit College Level Evaluation	College Evaluator via eFaculty
Mon, Apr 29	College Level Evaluation Sent to Candidates	Faculty Services via eFaculty
MAY		
Thu, May 9	Optional Response to College Level Recommendations Due	Candidate via eFaculty
Tue, May 14	Mini Review WPAF Materials to PAF	Faculty Services via eFaculty

¹ All deadlines are 5:00pm unless Faculty Services approves modifications.

² Academic terms herein, such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

³ Note: eFaculty deadlines reflect review-level closeout dates. Committees should adhere to any earlier dates set in this calendar.

Note: Faculty Services prepared this calendar following CFA-CSU CBA and University Policies. Send inquiries to eFaculty@sjsu.edu.

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