

<b>CALENDAR FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY "MINI REVIEW" AY 2024 - 2025</b>		
<b>Due Date<sup>1</sup></b>	<b>Activity</b>	<b>Details</b>
<b>AUGUST</b>		
Fri, Aug 23	<b>Notify Probationary Faculty of Mini Review</b>	Faculty Services
	<i>Candidates have responsibility to assemble evidence of their performance in eFaculty, Faculty 180 Activities, to facilitate a quality assessment of their progress toward promotion and/or tenure.</i>	Candidates in Faculty180
<b>JANUARY</b>		
Fri, Jan 3	<b>Notify Probationary Faculty of Mini Review</b>	Faculty Services
	<i>Candidates have responsibility to assemble evidence of their performance in F180, and to submit the ASA-P and supporting evidence.</i>	Candidates in Faculty180
Fri, Jan 24	<b>All Mini Review Cases Created; Departments Assist Faculty</b>	Faculty Services via eFaculty
<b>FEBRUARY</b>		
Fri, Feb 7	<b>Submit ASA-P and Supporting Material</b> <i>"Regenerate" and Submit the Packet. (FS will lock Packets.)</i>	Candidate via eFaculty
Mon, Feb 10	<b>Move Packet (Dossier) to Department<sup>2</sup> Level Reviewers</b>	Faculty Services via eFaculty
<b>MARCH</b>		
Fri, Mar 7	Committee Submits Evaluation <sup>3</sup> 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 14	Submit Chair Evaluation (if Chair is Writing a Separate Evaluation)	Chair via eFaculty
	Submit Department Level Evaluation(s)	Chair/Comm. via eFaculty
Mon, Mar 17	<b>Department Level Evaluation(s) Sent to Candidates</b>	Faculty Services via eFaculty
Thu, Mar 27	Optional Response to Department Level Evaluation(s) Due	Candidate via eFaculty
Fri, Mar 28	<b>Move Packet (Dossier) to College Level Evaluator</b>	Faculty Services via eFaculty
<b>APRIL</b>		
Mon, Apr 28	Submit College Level Evaluation	College Evaluator via eFaculty
Tue, Apr 29	<b>College Level Evaluation Sent to Candidates</b>	Faculty Services via eFaculty
<b>MAY</b>		
Fri, May 9	Mini Review Materials Filed to PAF	Faculty Services via eFaculty

**Color Legend**

Candidate	Chair
Dept. Committee	College Committee

<sup>1</sup> All deadlines are 5:00pm unless Faculty Services approves modifications.

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

<sup>3</sup> 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](mailto:efaculty@sjsu.edu).