

**CALENDAR FOR INTERIM MEETING
2017-2018
(For faculty hired 9/1/15 and after)**

October 15, 2017 (Oct 16)

Faculty member submits Annual Activity Report and Student Evaluations from the previous year. (Note: Except for first year of appointment.)

February 15, 2018

The deadline for Interim Meeting to have been held. A completed Confirmation of Interim Meeting form is then sent to Academic Human Resources.

These materials are prepared for academic administrators as a guide to ensure that evaluations are completed on a timely basis so that the University can meet its contractual obligations. Only those dates that are underlined are contractually mandated. Should you foresee problems with meeting these targets, please notify the Office of the Assistant Vice President for Academic Affairs.