

**CALENDAR FOR INTERIM MEETING
2023-2024**

October 18, 2023
(Oct 15 is a Sat and Oct 16 and 17 is fall break)

A Faculty Member, in the second year of their appointment, submits Student Evaluations from year one to the Department Head.

In the year prior to the full evaluation for Tenure, the Department Head and appropriate departmental committee will meet with the Faculty Member and review the Faculty Member's Full Evaluation for reappointment from the previous year.

Prior to Interim Meetings, classroom visitations shall be conducted by the Department Head and at least two (2) members of the appropriate departmental committee, per XV.B.1.d, to be discussed at the Interim Meeting.

February 15, 2024

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.