

**CALENDAR FOR INTERIM MEETING
2023-2024**

October 18, 2023

(Oct 15 is a Sat and Oct 16 and 17 is fall break)

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

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.