



LIBRARY AND INFORMATION ACCESS PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2017-2018

The College RTP Representative can provide information on the type of evaluation process each faculty member is required to participate in yearly.

FRI, AUG 4, 2017	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> .
FRI, AUG 25, 2017	Colleges may begin creating cases in Interfolio.
MON, SEP 4, 2017	Labor Day Holiday (Campus Closed)
TUE, SEP 12, 2017	RTP/Periodic Evaluation Clinic for Candidates held at the college level.
FRI, SEP 15, 2017	Colleges must submit the names of committee members for the college level of review to Faculty Advancement.
MON, SEP 18, 2017	RTP/Periodic Evaluation Clinic for Candidates held at the college level.
FRI, SEP 22, 2017	All candidates undergoing a performance review for reappointment, tenure, and/or promotion must submit the completed Working Personnel Action File (WPAF) by this date. College RTP Representative checks materials completeness and accuracy.
THU, SEP 28, 2017	RTP/Periodic Evaluation Clinic for Reviewers held at the college level.
FRI, SEP 29, 2017	College Peer Review Committees are responsible for ensuring that the WPAF is properly validated by using the "Validation Check Sheet for the WPAF" and signing the PDS cover sheet. Validation must be completed before the College evaluation process begins. WPAFs can be released to the College level of review to begin the performance review process as soon as the validation process is complete.
THU, OCT 5, 2017	Probationary candidates serving in their 2nd year : Closing date of the WPAF.
FRI, OCT 6, 2017	Probationary candidates serving in their 3rd year and promotion candidates : Closing date of WPAF.
FRI, OCT 13, 2017	Faculty Advancement distributes <i>Statistical Summary of Promotions Report</i> .
TUE, OCT 17, 2017	RTP/Periodic Evaluation Clinic for Reviewers held at the college level.
FRI, OCT 27, 2017	Probationary candidates serving in their 2nd year : College Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 6).
WED, NOV 1, 2017	Probationary candidates serving in their 3rd year and promotion candidates : College Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 13)
FRI, NOV 10, 2017	Veteran's Day (Campus Closed)
NOV 23-24, 2017	Thanksgiving Break (Campus Closed)
FRI, DEC 1, 2017	Probationary candidates serving in their 2nd year : Final deadline for submission of additional material to the WPAF ("Late-Add").

- MON, DEC 4, 2017** Probationary candidates serving in their **2nd year**: **Dean** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **DEC 14**). The WPAFs are held at college level until response/rebuttal dates have passed.
- DEC 25-28, JAN 1, 2018** **Winter Break and New Year's Day (Campus Closed)**
- WED, JAN 3, 2018** Probationary candidates serving in their **2nd year**: College RTP Representative forwards WPAFs to Faculty Advancement for the **Provost**.
- MON, JAN 8, 2018** Probationary candidates serving in their **3rd year and promotion candidates**: **Dean** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **JAN 18**). The WPAFs are held at the college level until response/rebuttal dates have passed.
- MON, JAN 15, 2018** **Martin Luther King, Jr. Holiday (Campus Closed)**
- MON, JAN 22, 2018** Probationary candidates serving in their **3rd year and promotion candidates**: College RTP Representative forwards WPAFs to Faculty Advancement for **Provost**
- WED, JAN 24, 2018** Probationary candidates serving in their **2nd year**: Faculty Advancement forwards all WPAFs to the **Provost**.
- THU, FEB 15, 2018** Probationary candidates serving in their **2nd year**: **Provost** announces final decisions on behalf of the President.
- THU, MAR 1, 2018** Probationary candidates serving in their **3rd year and promotion candidates**: Final deadline for submission of additional material to the WPAF ("Late-Add").
- FRI, MAR 23, 2018** Probationary candidates serving in their **3rd year and promotion candidates**: Faculty Advancement forwards WPAFs to the **Provost**.
- FRI, MAR 23, 2018** Probationary candidates serving in their **3rd or subsequent year requesting reappointment only**, who receive all positive letters of recommendation from college levels: **Provost** announces final decision on behalf of the President.
- MAR 26-MAR 30, 2018** **Spring Break and Cesar Chavez Holiday (Campus closed on MAR 30)**
- FRI, MAY 11, 2018** Probationary candidates serving in their **3rd year and promotion candidates**: **Provost** announces final decisions on behalf of the President.