



LIBRARY AND INFORMATION ACCESS PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2018-2019

The College RTP Representative can provide information on the type of evaluation process each faculty member is required to participate in yearly. All requests for reappointment, tenure, and/or promotion will follow this timeline.

FRI, JUN 15, 2018	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> to colleges. Colleges may begin creating cases in Interfolio.
FRI, AUG 24, 2018	Candidates are encouraged to notify departments of their intention to request promotion by this date.
MON, SEP 3, 2018	Labor Day Holiday (Campus Closed)
FRI, SEP 7, 2018	All candidates undergoing a performance review for reappointment, tenure, and/or promotion must submit the completed Working Personnel Action File (WPAF) via Interfolio by this date. College RTP Representative checks material for completeness and accuracy.
FRI, SEP 28, 2018	Closing date of WPAF. Validation must be completed by this date and before the evaluation process begins. College Peer Review Committee is responsible for ensuring that the WPAF is properly validated by using the "Validation Check Sheet for the WPAF." WPAFs can be released to the College level of review to begin the performance review process as soon as the validation process is complete. ***Note: If corrections or omissions need to be provided by the candidate, they need to be finalized by the closing date.
MON, OCT 15, 2018	Faculty Advancement distributes <i>Statistical Summary of Promotions Report</i> .
MON, OCT 22, 2018	College must submit the names of college committee members to Faculty Advancement.
MON, NOV 12, 2018	Veteran's Day (Campus Closed)
NOV 22-23, 2018	Thanksgiving Break (Campus Closed)
FRI, DEC 14, 2018	College Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 28). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately JAN 7).
FRI, DEC 21, 2018	Dean sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 31). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately JAN 10).
DEC 24-27, 2018	Winter Break (Campus Closed)
FRI, JAN 11, 2019	College level forwards WPAFs to Faculty Advancement.
MON, JAN 21, 2019	Martin Luther King, Jr. Holiday (Campus Closed)
FRI, FEB 15, 2019	Final deadline for submission of additional material to the WPAF ("Late-Add").
APR 1 – 5, 2019	Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)
TUE, APR 9, 2019	Faculty Advancement forwards all WPAFs to the Provost .
FRI, MAY 17, 2019	Provost announces final decisions on behalf of the President for all cases.