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 Faculty Evaluations Master Schedule 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 14, 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 Statistical Summary of Promotions Report.

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.