



## PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2017-2018

*The department or 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 *Faculty Evaluations Master Schedule*.
- FRI, AUG 25, 2017** Colleges may begin creating cases in Interfolio. Candidates are encouraged to notify departments of their intention to request promotion by this date.
- 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 name of the elected University Promotions and Tenure Review Panel representative, indicating first or second year of their term; as well as names of committee members for the department and college levels 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. Department Coordinator checks materials for completeness. College RTP Representative checks materials for accuracy.
- THU, SEP 28, 2017** RTP/Periodic Evaluation Clinic for Reviewers held at the college level.
- FRI, SEP 29, 2017** Departments 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 department evaluation process begins. WPAFs can be released to the department 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 **2nd year**: **Department/School Peer Review Committee** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **OCT 17**).
- 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 *Statistical Summary of Promotions Report*.
- FRI, OCT 13, 2017** Probationary candidates serving in their **2nd year**: **Department Chair/School Director** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **OCT 23**). The WPAFs are held at the department level until response/rebuttal dates have passed.
- FRI, OCT 13, 2017** Probationary candidates serving in their **3rd year and promotion candidates**: **Department/School Peer Review Committee** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **OCT 23**).
- TUE, OCT 17, 2017** RTP/Periodic Evaluation Clinic for Reviewers held at the college level.

- FRI, OCT 20, 2017** Probationary candidates serving in their **3rd year and promotion candidates**: **Department Chair/School Director** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **OCT 30**). The WPAFs are held at the department level until response/rebuttal dates have passed.
- WED, OCT 25, 2017** Probationary candidates serving in their **2nd year**: Department level forwards WPAFs to the College level.
- WED, NOV 1, 2017** Probationary candidates serving in their **3rd year and promotion candidates**: Department level forwards WPAFs to the College level.
- FRI, NOV 10, 2017** **Veteran's Day (Campus Closed)**
- FRI, NOV 17, 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 27**).
- 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 **University Promotions and Tenure Review Panel (UPTRP) OR Provost**. \*\*\*For candidates requesting reappointment only, who receive all positive letters of recommendation from the department and college levels bypass UPTRP.
- WED, JAN 3, 2018** 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 **JAN 15**). \*\*\*Note: If the college committee's tentative recommendations differ from the department committee's concerning promotion, the college committee must offer to meet with the department committee before the final letters of recommendation are mailed to candidates.
- 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.
- WED, JAN 10, 2018** Probationary candidates serving in their **2nd year**: **University Promotions and Tenure Review Panel (UPTRP)** sends recommendations to candidates requesting reappointment and did not receive all positive recommendations from the department and college levels; response/ rebuttal due from candidates by date indicated in letter (approximately **JAN 22**). Candidates in their 2<sup>nd</sup> year also requesting tenure and/or promotion will receive a recommendation from UPTRP in March along with other tenure and promotion candidates.
- 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 the **University Promotions and Tenure Review Panel (UPTRP) OR Provost**. Candidates requesting reappointment only who receive all positive letters of recommendation from the department and college level bypass UPTRP.
- 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 9, 2018** Probationary candidates serving in their **3rd year and promotion candidates**: **University Promotions and Tenure Review Panel** sends recommendations to candidates; response / rebuttal due from candidates by date indicated in letter (approximately **MAR 19**). \*\*\*Note: If UPTRP's tentative recommendations differ from the college committee's concerning promotion, UPTRP must offer to meet with the college committees before the final letters of recommendation are mailed to candidates.
- 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 year requesting reappointment only, who receive all positive letters** of recommendation from department and 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 **3<sup>rd</sup> year and promotion candidates**: **Provost** announces final decisions on behalf of the President.