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.

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**: 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 2nd 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 **3rd year and promotion candidates**: **Provost** announces final decisions on behalf of the President.