



PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2018-2019

The department or 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. Department Coordinator checks material for completeness. College RTP Representative checks material for accuracy.
- MON, SEP 24, 2018** 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.
- FRI, SEP 28, 2018** **Closing date of WPAF.** Validation must be completed by this date and before the department evaluation process begins. Departments are responsible for ensuring that the WPAF is properly validated by using the "Validation Check Sheet for the WPAF." WPAFs can be released to the department 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.
- FRI, OCT 12, 2018** **Department/School Peer Review Committee** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **OCT 22**). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately **NOV 1**).
- MON, OCT 15, 2018** Faculty Advancement distributes *Statistical Summary of Promotions Report*.
- FRI, OCT 19, 2018** **Department Chair/School Director** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **OCT 29**). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately **NOV 8**).
- FRI, NOV 9, 2018** Department/school level forwards cases/WPAFs to the College level.
- 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**).
***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.

- 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.
- WED, JAN 16, 2019** Faculty Advancement forwards WPAFs to **Provost** for candidates requesting reappointment only who receive all positive letters of recommendation from the department and college level that bypass UPTRP.
- MON, JAN 21, 2019** **Martin Luther King, Jr. Holiday (Campus Closed)**
- FRI, JAN 25, 2019** Faculty Advancement forwards WPAFs to **University Promotions and Tenure Review Panel** (UPTRP) for candidates requesting tenure and/or promotion, or reappointment with one or more negative recommendations from prior levels of review.
- FRI, FEB 15, 2019** Final deadline for submission of additional material to the WPAF (“Late-Add”).
- FRI, MAR 15, 2019** **University Promotions and Tenure Review Panel** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **MAR 25**). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately **APR 4**).
****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.*
- APR 1 – 5, 2019** **Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)**
- TUE, APR 9, 2019** Faculty Advancement forwards WPAFs to the **Provost** from UPTRP.
- FRI, MAY 17, 2019** **Provost** announces final decisions on behalf of the President for all cases.