



DIVISION OF STUDENT AFFAIRS PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2018-2019

The Division RTP Representative can provide information on the type of evaluation process each faculty member is required to participate in yearly.

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| FRI, JUN 15, 2018 | Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> to colleges. Units 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. Division RTP Representative checks for materials 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. Division 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 Division Peer Review Committee members 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 15, 2018 | Faculty Advancement distributes <i>Statistical Summary of Promotions Report</i> . |
| MON, OCT 22, 2018 | Division must submit the names of division 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 | Division 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 | Director 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 | Division 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 VP for Student Affairs . |
| FRI, MAY 17, 2019 | Vice President for Student Affairs sends final decisions on behalf of the President. |