



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.

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 28, 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, 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.)
FRI, OCT 26, 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
MON, NOV 12, 2018	Veteran's Day (Campus Closed)
NOV 22-23, 2018	Thanksgiving Break (Campus Closed)
FRI, NOV 30, 2018	Division Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 10). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately DEC 20).
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.