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 Faculty Evaluations Master Schedule 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 Statistical Summary of Promotions Report.

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.