

**DIVISION OF STUDENT AFFAIRS**  
**PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2017-2018**

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

<b>FRI, AUG 4, 2017</b>	Faculty Advancement distributes Faculty Evaluations Master Schedule
<b>MON, SEP 4, 2017</b>	<b>Labor Day Holiday (Campus Closed)</b>
<b>MON, OCT 30, 2017</b>	Division RTP Representative must submit the names of the elected Divisional Peer Review Committee to Faculty Advancement.
<b>FRI, NOV 10, 2017</b>	<b>Veteran’s Day (Campus Closed)</b>
<b>FRI, NOV 17, 2017</b>	All candidates undergoing a performance review for reappointment, tenure, and promotion must submit the completed Working Personnel Action File (WPAF) which is also known as the Personnel Data Summary (PDS) and One-of-a-Kind File to the Division RTP Representative. The Division RTP Representative is responsible for making the WPAF available to the Division Peer Review Committee Chair or Director for the validation process; either party is 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 evaluation process begins.
<b>NOV 23-24, 2017</b>	<b>Thanksgiving Break (Campus Closed)</b>
<b>FRI, DEC 8, 2017</b>	Validation of the WPAF must be completed by this date (indicated by signing the PDS cover sheet). 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.
<b>MON, DEC 11, 2017</b>	PDS cover sheets, including signatures by candidate and validator, are forwarded to the Division RTP Representative. Division RTP Representative checks cover sheets for accuracy using Non-Tenured List as a reference, and works with departments to obtain missing cover sheets and to request revised/corrected copies if needed.
<b>FRI, DEC 15, 2017</b>	Closing date of the WPAF.
<b>DEC 25-28, JAN 1, 2018</b>	<b>Winter Break (Campus Closed)</b>
<b>MON, JAN 15, 2018</b>	<b>Martin Luther King, Jr. Holiday (Campus Closed)</b>
<b>FRI, FEB 16, 2018</b>	<b>Division Peer Review Committee</b> sends recommendations to candidates; response/ rebuttal due from candidates by date indicated in letter (approximately <b>FEB 26</b> ). The WPAFs are held at this level until response/rebuttal dates have passed.
<b>WED, FEB 28, 2018</b>	Final deadline for submission of additional material to Late-Add Committee for the WPAF. Refer to “Late-Add Instructions and Form”.
<b>MON, MAR 5, 2018</b>	<b>Director</b> sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately <b>MAR 15</b> ). The WPAFs are held at this level until response/rebuttal dates have passed.
<b>MAR 26-MAR 30, 2018</b>	<b>Spring Break and Cesar Chavez Holiday (Campus closed on MAR 30)</b>
<b>FRI, MAY 11, 2018</b>	<b>Vice President for Student Affairs</b> sends final decisions on behalf of the President.