<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>FRI, JUN 14, 2019</strong></td>
<td>Faculty Advancement distributes <em>Faculty Evaluations Master Schedule</em> to colleges. Colleges may begin creating cases in Interfolio.</td>
</tr>
<tr>
<td><strong>FRI, AUG 23, 2019</strong></td>
<td>Candidates (for promotion only) should notify their unit of their intention to request review by this date.</td>
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<tr>
<td><strong>MON, SEP 2, 2019</strong></td>
<td>Labor Day Holiday (Campus Closed)</td>
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<tr>
<td><strong>MON, SEP 9, 2019</strong></td>
<td>College must submit the names of college committee members to Faculty Advancement.</td>
</tr>
<tr>
<td><strong>FRI, SEP 27, 2019</strong></td>
<td><strong>WPAF Submission Deadline.</strong> All candidates undergoing a performance review for reappointment, tenure, and/or promotion must submit the completed <em>Working Personnel Action File</em> (WPAF) via Interfolio by this date.</td>
</tr>
<tr>
<td><strong>MON, OCT 14, 2019</strong></td>
<td><strong>WPAF Closing Date.</strong> Peer review committee member must complete validation by this date and before the evaluation process begins. College Peer Review Committee is responsible for ensuring that the WPAF is properly validated by using the university Validation Check Sheet for the WPAF, as well as any other relevant college policies. WPAFs can be released to begin the performance review process as soon as the validation process is complete. <strong>Note:</strong> If corrections or omissions need to be provided by the candidate, they need to be finalized by the closing date.</td>
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<tr>
<td><strong>TUE, OCT 15, 2019</strong></td>
<td>Faculty Advancement distributes <em>Statistical Summary of Promotions Report</em>.</td>
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<tr>
<td><strong>MON, NOV 11, 2019</strong></td>
<td>Veteran’s Day (Campus Closed)</td>
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<td><strong>NOV 28-29, 2019</strong></td>
<td>Thanksgiving Break (Campus Closed)</td>
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<tr>
<td><strong>FRI, DEC 20, 2019</strong></td>
<td><strong>College Peer Review Committee</strong> sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately Dec 30). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately Jan 9).</td>
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<tr>
<td><strong>DEC 23-26, 2019</strong></td>
<td>Winter Break (Campus Closed)</td>
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<tr>
<td><strong>FRI, JAN 3, 2020</strong></td>
<td>Dean sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately Jan 13). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately Jan 23).</td>
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<tr>
<td><strong>FRI, JAN 17, 2020</strong></td>
<td>College level forwards WPAFs to Faculty Advancement.</td>
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<tr>
<td><strong>MON, JAN 20, 2020</strong></td>
<td>Martin Luther King, Jr. Holiday (Campus Closed)</td>
</tr>
<tr>
<td><strong>FRI, FEB 14, 2020</strong></td>
<td>Final deadline for submission of additional material to the WPAF (“Late-Add”).</td>
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<tr>
<td><strong>MAR 30-APR 3, 2020</strong></td>
<td>Spring Break and Cesar Chavez Holiday (Campus closed on MAR 31)</td>
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<tr>
<td><strong>MON, APR 6, 2020</strong></td>
<td>Faculty Advancement forwards all WPAFs to the <strong>Provost</strong>.</td>
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<tr>
<td><strong>FRI, MAY 22, 2020</strong></td>
<td>Provost announces final decisions on behalf of the President for all cases.</td>
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