PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2019-2020

The department or College RTP Representative can provide information on the type of evaluation process each faculty member is required to undergo. All requests for reappointment, tenure, and/or promotion will follow this timeline.

FRI, JUN 14, 2019  Faculty Advancement distributes Faculty Evaluations Master Schedule to colleges. Colleges may begin creating cases in Interfolio.

FRI, AUG 23, 2019  Candidates (for promotion only) should notify departments of their intention to request review by this date.

MON, SEP 2, 2019  Labor Day Holiday (Campus Closed)

MON, SEP 9, 2019  Colleges must submit the name of the elected University Promotions and Tenure Review Panel representative, indicating first or second year of their term, as well as names of committee members for the department and college levels of review to Faculty Advancement.

FRI, SEP 27, 2019  WPAF Submission Deadline. 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.

MON, OCT 14, 2019  Department chair/school director or peer review committee member must complete validation by this date and before the department evaluation process begins. Departments are 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 and departmental policies. WPAFs can be released to the department level of review 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.

TUE, OCT 15, 2019  Faculty Advancement distributes Statistical Summary of Promotions Report.

FRI, OCT 25, 2019  Department/School Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 4). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately NOV 14).

FRI, NOV 8, 2019  Department Chair/School Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 18). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately DEC 2).

MON, NOV 11, 2019  Veteran’s Day (Campus Closed)

WED, NOV 20, 2019  Department/school level forwards cases/WPAFs to the College level.
NOV 28-29, 2019  Thanksgiving Break (Campus Closed)

FRI, DEC 20, 2019  College Peer Review Committee 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). **Note: If the college committee’s tentative recommendations differ from the department committee’s concerning promotion, the college committee must offer to meet with the department committee before the final letters of recommendation are mailed to candidates.

DEC 23-26, 2020  Winter Break (Campus Closed)

FRI, JAN 3, 2020  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).

FRI, JAN 17, 2020  College level forwards WPAFs to Faculty Advancement.

MON, JAN 20, 2020  Martin Luther King, Jr. Holiday (Campus Closed)

WED, JAN 22, 2020  Faculty Advancement forwards WPAFs to Provost for candidates requesting reappointment for only those who receive all positive letters of recommendation from the department and college level that bypass UPTRP.

FRI, JAN 24, 2020  Faculty Advancement forwards WPAFs to University Promotions and Tenure Review Panel (UPTRP) for candidates requesting tenure and/or promotion, or reappointment with one or more negative recommendations from prior levels of review.

FRI, FEB 14, 2020  Final deadline for submission of additional material to the WPAF (“Late-Add”).

FRI, MAR 13, 2019  University Promotions and Tenure Review Panel sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately MAR 23). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately APR 2). **Note: If UPTRP’s tentative recommendations differ from the college committee’s concerning promotion, UPTRP must offer to meet with the college committees before the final letters of recommendation are mailed to candidates.

MAR 30 – APR 3, 2020  Spring Break and Cesar Chavez Holiday (Campus closed on MAR 31)

MON, APR 6, 2020  Faculty Advancement forwards WPAFs to the Provost from UPTRP.

FRI, MAY 22, 2020  Provost announces final decisions on behalf of the President for all cases.