DIVISION OF STUDENT AFFAIRS
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2019-2020

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

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

FRI, AUG 23, 2019 Candidates are encouraged to notify departments of their intention to request promotion by this date.

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

MON, SEP 9, 2018 Division must submit the names of division committee members 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 WPAF Closing Date. Peer review committee member must complete validation 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 university Validation Check Sheet for the WPAF, as well as any other relevant divisional policies. WPAFs can be released 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.

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

NOV 28-29, 2019 Thanksgiving Break (Campus Closed)

FRI, DEC 20, 2019 Division Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 20). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately JAN 9).

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

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

FRI, MAY 22, 2020 Vice President for Student Affairs sends final decisions on behalf of the President.