

**UNIVERSITY LIBRARY
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2023-2024**

The 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, JUL 28, 2023** Faculty Advancement distributes *Faculty Evaluations Master Schedule* to colleges. Colleges may begin creating cases in Interfolio.
- FRI, AUG 25, 2023** Candidates (for promotion only) should notify their unit of their intention to request review by this date.
- FRI, SEP 1, 2023** College must submit the names of college committee members to Faculty Advancement.
- MON, SEP 4, 2023** **Labor Day Holiday (Campus Closed)**
- THU, SEP 21, 2023** **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.
- THU, OCT 5, 2023** **WPAF Closing Date.** 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. ***Note: Candidates must address corrections or omissions by the closing date.
- FRI, OCT 13, 2023** Faculty Advancement distributes *Statistical Summary of Promotions Report*.
- FRI, NOV 10, 2023** **Veteran’s Day (Campus Closed)**
- NOV 23-24, 2023** **Thanksgiving Break (Campus Closed)**
- FRI, DEC 8, 2023** **College Peer Review Committee** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **DEC 18**).
- DEC 21-26, 2023** **Winter Break (Campus Closed)**
- FRI, JAN 5, 2024** **Dean** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **JAN 16**; extended for campus closure on 1/15).
- MON, JAN 8, 2024** College level forwards WPAFs to Faculty Advancement. Per policy, “evaluation timelines shall not be extended to accommodate the rebuttal process.” (University Senate Policy File RTP: Procedures: Review Process, Departments and Schools 4.34.)
- WED, JAN 10, 2024** Faculty Advancement forwards all WPAFs to the **Provost**.
- MON, JAN 15, 2024** **Martin Luther King, Jr. Holiday (Campus Closed)**
- THU, FEB 15, 2024** Final deadline for submission of additional material to the WPAF (“Late-Add”).
- APR 1-5, 2024** **Spring Break and Cesar Chavez Day (Campus Closed on APR 1)**
- FRI, MAY 17, 2024** **Provost** announces final decisions on behalf of the President for all cases.