SDSU | San Diego State University

DIVISION OF STUDENT AFFAIRS
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2023-2024

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

FRI, JUL 28, 2023 Faculty Advancement distributes *Faculty Evaluations Master Schedule* to colleges. Units may begin creating cases in Interfolio.

FRI, AUG 25, 2023 Candidates are encouraged to notify departments of their intention to request promotion by this date.

FRI, SEP 1, 2023 Division must submit the names of division 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. 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: 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)**

DEC 21-26, 2023 **Winter Break (Campus Closed)**

FRI, JAN 5, 2024 **Division Peer Review Committee** 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 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").

FRI, MAR 15, 2024 **Director** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately **MAR 25**).

APR 1-5, 2024 **Spring Break and Cesar Chavez Day (Campus Closed on APR 1)**

FRI, MAY 17, 2024 **Vice President for Student Affairs** sends final decisions on behalf of the President.