Periodic Evaluation and Performance Review Comparison
Probationary and Tenured Faculty

Periodic Evaluation

- A Periodic Evaluation is an evaluation of a faculty member’s performance; it is not a personnel decision.
- For probationary faculty the evaluation occurs in the first year of a two-year appointment or the first and second year of a three-year appointment.
- For tenured faculty, the evaluation takes place a minimum of every 5 years.
- The candidate receives a letter/memo of evaluation from a department peer review committee and the dean (or designee such as the department chair or associate dean). The letter/memo should evaluate the faculty member’s performance. No reference should be made regarding reappointment.
- Copy notations on periodic evaluations for tenure-track faculty (probationary and tenured faculty) should include: Joanna Brooks, Associate Vice President for Faculty Advancement, Dean of the College, College RTP Representative, and Chair/Director or Peer Review Committee Chair.
- This process does not include a formal rebuttal process. The faculty member may submit a response to the evaluation.
- The Dean of the College is responsible for overseeing this process and establishing a tracking system to ensure that evaluations are completed.
- This process usually begins in January (but can begin earlier) and the deadline for completion of the evaluation is approximately March 20.

Performance Review

- A Performance Review is required when a probationary faculty member is a candidate for reappointment, tenure, and promotion. It is also used when a tenured faculty member requests promotion to a higher rank. Lecturers do not receive performance reviews.
- The candidate prepares a Working Personnel Action File (WPAF) which includes the PDS and One-of-a-Kind File. The deadline for submission of the WPAF to the department peer review committee is published by the Office of Faculty Advancement. Departments may require an earlier submission date; advance notice should be given to faculty if an earlier date is required. The Imperial Valley Campus does require an earlier submission date.
- Letters of recommendation are required from the department peer review committee, department chair, college committee, dean, and University Promotions and Tenure Review Panel (UPTRP). [Exceptions: The department chair/director may be ineligible to make an independent recommendation due to rank, candidacy for promotion, or service on the college peer review committee. The UPTRP does not review positive reappointment cases that do not involve tenure, promotion, or termination/terminal year recommendations.] The Provost and Senior Vice President makes the final performance review decision on behalf of the President.
- Copy notations on RTP letters of recommendation should include: Joanna Brooks, Associate Vice President for Faculty Advancement. Previous level of review. College RTP Representative
- It is important for the College RTP representative to receive copies to ensure letters are completed on time and are formatted correctly. Do not copy subsequent levels of review. Add a copy of the letter to the PDS, then hold the WPAF to allow candidates to submit a response/rebuttal statement until the deadline date.
- The Associate Vice President for Faculty Advancement is responsible for overseeing the Performance Review process that begins in September and ends in May.

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