PERFORMANCE REVIEW TIME SCHEDULE AY 2015-2016
For Candidates currently serving in their 1st or 2nd probationary year

This is an abbreviated schedule for candidates to follow. Administrators, committee and staff members should follow the RTP Complete Time Schedule
on the Faculty Advancement Web site.

SEP 25, 2015  Candidates submit Working Personnel Action File (WPAF), consisting of the PDS and One-of-a-Kind File, to the department for the validation process.

OCT 2, 2015  Validation of all WPAFs is completed by the department (indicated by validation signatures and dates on PDS cover sheets). WPAFs are released to the department peer review committee by this date (or earlier when validation is completed) for performance review process to begin.

OCT 7, 2015  Closing date of the WPAF. (Refer to “Late-Add Instructions and Form.”)

OCT 9, 2015  Department peer review committee sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter (approximately OCT 19). Refer to “Rebuttal Instructions and Form.”

OCT 16, 2015  Department chair sends recommendations to candidates; response/rebuttal/form due from candidate by date indicated in letter (approximately OCT 26). Refer to “Rebuttal Instructions and Form.” The WPAFs are held at department level until response/rebuttal dates have passed.

OCT 27, 2015  Department level forwards WPAFs (including letters of recommendation, responses/rebuttals and forms) to College RTP Representative for college committee.

NOV 11, 2015  Veteran’s Day (Campus Closed)

NOV 19, 2015  College committee sends recommendations to candidates; response/rebuttal/form due from candidate by date indicated in letter (approximately NOV 30). Refer to “Rebuttal Instructions and Form.”

NOV 26-27, 2015  Thanksgiving Break (Campus Closed)

DEC 1, 2015  Final deadline for submission of additional material to the Late-Add Committee for the WPAF. Refer to the “Late-Add Instructions and Form.”

DEC 3, 2015  Dean sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter (approximately DEC 14). Refer to “Rebuttal Instructions and Form.” The WPAFs are held at college level until response/rebuttal dates have passed.

DEC 22-25, JAN 1, 2016  WINTER BREAK (Campus Closed)

JAN 4, 2016  College RTP Representative forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to Faculty Advancement for the University Promotions and Tenure Review Panel (UPTRP) or Provost. (Candidates requesting reappointment only who receive all positive letters of recommendation from the department and college level bypass UPTRP. One copy of the PDS is forwarded to Faculty Advancement for the Provost’s final decision. The One-of-a-Kind Files are held at the college level until final decisions are made.)

JAN 11, 2016  University Promotions and Tenure Review Panel sends recommendations to candidates (if any); response/rebuttal/form due from candidates by date indicated in letter (approximately JAN 21). Refer to “Rebuttal Instructions and Form.” Candidates requesting tenure and/or promotion will receive a recommendation from UPTRP in March along with other tenure and promotion candidates.

JAN 18, 2016  Martin Luther King, Jr. Holiday

JAN 22, 2016  All WPAFs (including letters of recommendation, responses/rebuttals and forms) forwarded to Provost.

FEB 15, 2016  Provost announces final decisions on behalf of the President.

Candidates normally receive a periodic evaluation in the 1st year of a 2-year appointment or the 1st and 2nd year of a 3-year appointment. The department or College RTP Representative can provide information on the type of evaluation process each faculty member is required to participate in yearly.

Office of Faculty Advancement – Revised 01/2016 – RTP documents are available on the web at http://fa.sdsu.edu