PERFORMANCE REVIEW COMPLETE TIME SCHEDULE
SUMMARY OF ALL REAPPOINTMENT, TENURE, AND PROMOTION DATES AY 2015-2016

This time schedule combines timelines for both faculty performance review schedules: 1st and 2nd probationary year AND 3rd, 4th, 5th, and 6th probationary year and promotion candidates. Administrators, committee, and staff members should review this schedule for additional information and deadline dates not included in the abbreviated time schedules provided to faculty to follow for performance review.

NOTE: Candidates normally receive a periodic evaluation rather than a performance review in the 1st year of a 2-year appointment or the 1st and 2nd year of a three-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.

JUN 12, 2015  Faculty Advancement distributes Promotion Eligibility List
AUG 7, 2015  Faculty Advancement distributes Non-Tenured List
SEP 7, 2015  Labor Day Holiday (Campus Closed)
SEP 11, 2015  Colleges must submit the name of the elected University Promotions and Tenure Review Panel representative to Faculty Advancement. Indicate if it is the first or second year of their term.
SEP 25, 2015  All candidates undergoing a performance review for reappointment, tenure, and promotion must submit the completed Working Personnel Action File (WPAF) which is also known as the Personnel Data Summary (PDS) and One-of-a-Kind File to the department for the validation process. Departments are responsible for ensuring that the WPAF is properly validated by using the “Validation Check Sheet for the WPAF” and signing the PDS cover sheet. Validation must be completed before the department evaluation process begins. The College RTP Representative can provide guidance on the validation process.
OCT 2, 2015  Validation of the WPAF must be completed by this date (indicated by signing the PDS cover sheet). WPAFs can be released to the department level of review to begin the performance review process as soon as the validation process is complete.
OCT 5, 2015  PDS cover sheets, including signatures by candidate and validator, are forwarded to the College RTP Representative. College RTP Representative checks cover sheets for accuracy using Non-Tenured List as a reference, and works with departments to obtain missing cover sheets and to request revised/corrected copies if needed.
OCT 7, 2015  Probationary candidates serving in their 1st or 2nd year: Closing date of the WPAF
OCT 9, 2015  College RTP representatives’ forward proofed/corrected copies of PDS cover sheets and lists of all department and college peer review committee members to Faculty Advancement.
OCT 9, 2015  Probationary candidates serving in their 1st or 2nd year: Department peer review committee sends recommendations to candidates; response/rebuttal form due from candidates by date indicated in letter by approximately OCT 19
OCT 9, 2015  Probationary candidates serving in their 3rd or subsequent year and promotion candidates: Closing date of WPAF
OCT 15, 2015  Faculty Advancement distributes statistical summary of promotions report.
OCT 16, 2015  Probationary candidates serving in their 1st or 2nd year: Department chair sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter by approximately OCT 26. The WPAFs are held at the department level until response/rebuttal dates have passed.
OCT 16, 2015  Probationary candidates serving in their 3rd or subsequent year and promotion candidates: Department peer review committee sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter by approximately OCT 26.
**OCT 23, 2015**
Probationary candidates serving in their 3rd or subsequent year and promotion candidates: Department chair sends recommendations to candidates; response/rebuttal form due from candidates by date indicated in letter by approximately **NOV 2**. The WPAFs are held at the department level until response/rebuttal dates have passed.

**OCT 27, 2015**
Probationary candidates serving in their 1st or 2nd year: Department level forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to College RTP Representative for college committee.

**NOV 3, 2015**
Probationary candidates serving in their 3rd or subsequent year and promotion candidates: Department level forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to the College RTP Representative for the college committee.

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

**NOV 19, 2015**
Probationary candidates serving in their 1st or 2nd year: Department level forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to College RTP Representative for college committee.

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

**DEC 1, 2015**
Probationary candidates serving in their 1st or 2nd year: Final deadline for submission of additional material to the Late-Add Committee for the WPAF.

**DEC 3, 2015**
Probationary candidates serving in their 1st or 2nd year: Dean sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter by approximately **DEC 14**. The WPAFs are held at college level for rebuttals from candidates.

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

**JAN 4, 2016**
Probationary candidates serving in their 1st or 2nd year: College RTP Representative forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to Faculty Advancement for the University Promotions and Tenure Review Panel (UPTTRP) or Provost. Candidates requesting reappointment only who receive all positive letters of recommendation from the department and college level bypass UPTTRP. 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 4, 2016**
Probationary candidates serving in their 3rd or subsequent year and promotion candidates: College committee sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter or approximately **JAN 14**. Note: If the college committee’s tentative recommendations differ from the department committee’s concerning promotion, the college committee must offer to meet with the department committee before the final letters of recommendation are mailed to candidates.

**JAN 8, 2016**
Probationary candidates serving in their 3rd or subsequent year and promotion candidates: Dean sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter or approximately **JAN 19**. The WPAFs are held at the college level until response/rebuttal dates have passed.

**JAN 11, 2016**
Probationary candidates serving in their 1st or 2nd year: University Promotions and Tenure Review Panel (UPTTRP) sends recommendations to candidates (if any); response/rebuttal/form due from candidates by date indicated in letter or approximately **JAN 21**. Candidates requesting tenure and/or promotion will receive a recommendation from UPTTRP in March along with other tenure and promotion candidates.

**JAN 18, 2016**
Martin Luther King, Jr. Holiday (Campus Closed)
**JAN 20, 2016**  
Probationary candidates serving in their *3rd or subsequent year* and *promotion* candidates: College RTP Representative forwards WPAFs (including letters of recommendation, response / 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 22, 2016**  
Probationary candidates serving in their *1st or 2nd year*: Faculty Advancement forwards all WPAFs (including letters of recommendation, responses/rebuttals/forms) to the Provost.

**FEB 15, 2016**  
Probationary candidates serving in their *1st or 2nd year*: Provost announces final decisions on behalf of the President.

**MAR 1, 2016**  
Probationary candidates serving in their *3rd or subsequent year* and *promotion* candidates: Final deadline for submission of additional material to Late-Add Committee for the WPAF. Refer to “Late-Add Instructions and Form” for special exception when candidates receive an initial terminal year recommendation from UPTRP.

**MAR 11, 2016**  
Probationary candidates serving in their *3rd or subsequent year* and *promotion* candidates: University Promotions and Tenure Review Panel sends recommendations to candidates; response / rebuttal / form due from candidates by date indicated in letter (approximately **MAR 21**). *Note:* If UPTRP’s tentative recommendations differ from the college committee’s concerning promotion, UPTRP must offer to meet with the college committees before the final letters of recommendation are mailed to candidates.

**MAR 25, 2016**  
Probationary candidates serving in their *3rd or subsequent year* and *promotion* candidates: Faculty Advancement forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to the Provost.

**MAR 28-APR 1, 2016**  
SPRING BREAK and Cesar Chavez Holiday (Campus closed on MAR 31)

**MAY 13, 2016**  
Probationary candidates serving in their *3rd or subsequent year* and *promotion* candidates: Provost announces final decisions on behalf of the President.