PERFORMANCE REVIEW TIME SCHEDULE AY 2015-2016
For Candidates currently serving in their 3rd, 4th, 5th, or 6th probationary year and Promotion Candidates
This is an abbreviated schedule for candidates to follow. Administrators, committee and staff members should follow the RTP Complete Time Schedule found on the Faculty Advancement Web Page.

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 9, 2015 Closing date of the WPAF. (Refer to "Late-Add Instructions and Form.")

OCT 16, 2015 Department peer review committee sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter approximately OCT 26. Refer to “Rebuttal Instructions and Form.”

OCT 23, 2015 Department chair sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter approximately NOV 2. Refer to “Rebuttal Instructions and Form.” The WPAFs are held at department level until response/rebuttal date has passed.

NOV 3, 2015 Department level forwards WPAFs (including letters of recommendation, responses/rebuttals/forms) to College RTP Representative for college committee.

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

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

DEC 23-25, Jan 1, 2016 WINTER BREAK (Campus Closed)

JAN 4, 2016 College committee sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter approximately JAN 14. Refer to “Rebuttal Instructions and Form.”

JAN 8, 2016 Dean sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter approximately JAN 19. Refer to “Rebuttal Instructions and Form.” The WPAFs are held at college level until response/rebuttal date has passed.

JAN 18, 2016 Martin Luther King, Jr. Holiday (Campus Closed)

JAN 20, 2016 College RTP Representative forwards WPAFs (including letters of recommendation, responses/rebuttals and 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.

MAR 1, 2016 Final deadline for submission of additional material to Late-Add Committee. Refer to ”Late-Add Instructions and Form” for special exception when candidates receive an initial terminal year recommendation from UPTRP.

MAR 11, 2016 UPTRP sends recommendations to candidates; response/rebuttal/form due from candidates by date indicated in letter approximately MAR 21.

MAR 25, 2016 All WPAFs (including letters of recommendation, responses/rebuttals and forms) forwarded to Provost.

MAR 28-APR 1, 2016 Spring Break and Cesar Chavez Holiday (Campus Closed on March 31)

MAY 13, 2016 Provost announces final decisions on behalf of the President

Office of Faculty Advancement – Revised 02/04/2016 – RTP documents are available on the web at http://fa.sdsu.edu