PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2021-2022

The department or College RTP Representative can provide information on the type of evaluation process each faculty member is required to undergo. All requests for reappointment, tenure, and/or promotion will follow this timeline.

MON, AUG 2, 2021  Faculty Advancement distributes Faculty Evaluations Master Schedule to colleges. Colleges may begin creating cases in Interfolio.

FRI, AUG 20, 2021  Candidates (for promotion only) should notify departments of their intention to request review by this date.

FRI, SEP 3, 2021  Colleges must submit the name of the elected University Promotions and Tenure Review Panel representative, indicating first or second year of their term, as well as names of committee members for the department and college levels of review to Faculty Advancement.

MON, SEP 6, 2021  Labor Day Holiday (Campus Closed)

THU, SEP 23, 2021  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 7, 2021  WPAF Closing Date. Department chair/school director or peer review committee member must complete validation by this date and before the department evaluation process begins. Departments are 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 college and departmental policies. WPAFs can be released to the department level of review 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 15, 2021  Faculty Advancement distributes Statistical Summary of Promotions Report.

FRI, OCT 22, 2021  Department/School Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 1).

FRI, OCT 29, 2021  Department Chair/School Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 8).

TUE, NOV 9, 2021  Department/school level forwards cases/WPAFs to the College level; cases available in Interfolio for review by College Committee and Dean.

THU, NOV 11, 2021  Veteran’s Day (Campus Closed)
NOV 25-26, 2021  Thanksgiving Break (Campus Closed)

FRI, DEC 10, 2021  College Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 20). ***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.

DEC 24-29, 2021  Winter Break (Campus Closed)

MON, JAN 3, 2022  Dean sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately JAN 13).

TUE, JAN 4, 2022  College level forwards WPAFs to Faculty Advancement. Per policy, “evaluation timelines shall not be extended to accommodate the rebuttal process.” (University Senate Policy File RTP: Procedures: Review Process, Departments and Schools 4.34.)

FRI, JAN 7, 2022  Faculty Advancement forwards WPAFs to Provost for candidates requesting reappointment for only those who receive all positive letters of recommendation from the department and college level that bypass UPTRP.

Faculty Advancement forwards WPAFs to University Promotions and Tenure Review Panel (UPTRP) for candidates requesting tenure and/or promotion, or reappointment with one or more negative recommendations from prior levels of review.

MON, JAN 17, 2022  Martin Luther King, Jr. Holiday (Campus Closed)

TUE, FEB 15, 2022  Final deadline for submission of additional material to the WPAF (“Late-Add”).

FRI, MAR 11, 2022  University Promotions and Tenure Review Panel sends recommendations to candidates; response/rebuttal 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.

WED, MAR 23, 2022  Faculty Advancement forwards WPAFs to the Provost from UPTRP.

FRI, MAY 20, 2022  Provost announces final decisions on behalf of the President for all cases.