DIVISION OF STUDENT AFFAIRS
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2021-2022

The Division RTP Representative can provide information on the type of evaluation process each faculty member is required to undergo.

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

FRI, AUG 20, 2021  Candidates are encouraged to notify departments of their intention to request promotion by this date.

FRI, SEP 3, 2021  Division must submit the names of division committee members 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. Peer review committee member must complete validation by this date and before the evaluation process begins. Division Peer Review Committee is 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 divisional policies. WPAFs can be released 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.

THU, NOV 11, 2021  Veteran’s Day (Campus Closed)

NOV 25-26, 2021  Thanksgiving Break (Campus Closed)

FRI, DEC 17, 2021  Division Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately JAN 3 – extended due to holiday/campus closures).

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

FRI, JAN 7, 2022  Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately JAN 18).

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, MAY 20, 2022  Vice President for Student Affairs sends final decisions on behalf of the President.