DIVISION OF STUDENT AFFAIRS
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2022-2023

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

FRI, JUL 15, 2022  Faculty Advancement distributes Faculty Evaluations Master Schedule to colleges. Units may begin creating cases in Interfolio.

FRI, AUG 26, 2022  Candidates are encouraged to notify departments of their intention to request promotion by this date.

FRI, SEP 2, 2022  Division must submit the names of division committee members to Faculty Advancement.

MON, SEP 5, 2022  Labor Day Holiday (Campus Closed)

THU, SEP 22, 2022  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 6, 2022  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 14, 2022  Faculty Advancement distributes Statistical Summary of Promotions Report.

FRI, NOV 11, 2022  Veteran’s Day (Campus Closed)

NOV 24-25, 2022  Thanksgiving Break (Campus Closed)

DEC 22-27, 2022  Winter Break (Campus Closed)

FRI, JAN 6, 2023  Division Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately JAN 17).

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

WED, FEB 15, 2023  Final deadline for submission of additional material to the WPAF (“Late-Add”).

FRI, MAR 10, 2023  Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately MAR 20).

MAR 27-31, 2023  Spring Break

FRI, MAY 19, 2023  Vice President for Student Affairs sends final decisions on behalf of the President.