PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2018-2019

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

FRI, JUN 15, 2018
Faculty Advancement distributes Faculty Evaluations Master Schedule to colleges. Colleges may begin creating cases in Interfolio.

FRI, AUG 24, 2018
Candidates are encouraged to notify departments of their intention to request promotion by this date.

MON, SEP 3, 2018
Labor Day Holiday (Campus Closed)

FRI, SEP 7, 2018
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. Department Coordinator checks material for completeness. College RTP Representative checks material for accuracy.

MON, SEP 24, 2018
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.

FRI, SEP 28, 2018
Closing date of WPAF. Validation must be completed by this date and before the department evaluation process begins. Departments are responsible for ensuring that the WPAF is properly validated by using the “Validation Check Sheet for the WPAF.” 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: If corrections or omissions need to be provided by the candidate, they need to be finalized by the closing date.

FRI, OCT 12, 2018
Department/School Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately OCT 22). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately NOV 1).

MON, OCT 15, 2018
Faculty Advancement distributes Statistical Summary of Promotions Report.

FRI, OCT 19, 2018
Department Chair/School Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately OCT 29). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately NOV 8).

FRI, NOV 9, 2018
Department/school level forwards cases/WPAFs to the College level.

MON, NOV 12, 2018
Veteran’s Day (Campus Closed)

NOV 22-23, 2018
Thanksgiving Break (Campus Closed)

FRI, DEC 14, 2018
College Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 28). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately JAN 7).

***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.
FRI, DEC 21, 2018  Dean sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 31). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately JAN 10).

DEC 24-27, 2018  Winter Break (Campus Closed)

FRI, JAN 11, 2019  College level forwards WPAFs to Faculty Advancement.

WED, JAN 16, 2019  Faculty Advancement forwards WPAFs to Provost for candidates requesting reappointment only who receive all positive letters of recommendation from the department and college level that bypass UPTRP.

MON, JAN 21, 2019  Martin Luther King, Jr. Holiday (Campus Closed)

FRI, JAN 25, 2019  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.

FRI, FEB 15, 2019  Final deadline for submission of additional material to the WPAF (“Late-Add”).

FRI, MAR 15, 2019  University Promotions and Tenure Review Panel sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately MAR 25). If there is a response/rebuttal, the reviewing body has 10 days to respond (approximately APR 4). ***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.

APR 1 – 5, 2019  Spring Break and Cesar Chavez Holiday (Campus closed on APR 1)

TUE, APR 9, 2019  Faculty Advancement forwards WPAFs to the Provost from UPTRP.

FRI, MAY 17, 2019  Provost announces final decisions on behalf of the President for all cases.