PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2020-2021

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, JUL 6, 2020  Faculty Advancement distributes Faculty Evaluations Master Schedule to colleges. Colleges may begin creating cases in Interfolio.

FRI, AUG 21, 2020  Candidates (for promotion only) should notify departments of their intention to request review by this date.

FRI, SEP 4, 2020  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 7, 2020  Labor Day Holiday (Campus Closed)

FRI, SEP 25, 2020  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.

FRI, OCT 2, 2020  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.

THU, OCT 15, 2020  Faculty Advancement distributes Statistical Summary of Promotions Report.

FRI, OCT 16, 2020  Department/School Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately OCT 27).

FRI, OCT 23, 2020  Department Chair/School Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately NOV 2).

TUE, NOV 3, 2020  Department/school level forwards cases/WPAFs to the College level; cases available in Interfolio for review by College Committee and Dean.

WED, NOV 11, 2020  Veteran’s Day (Campus Closed)
FRI, NOV 20, 2020  College Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 2). ***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.

NOV 26-27, 2020  Thanksgiving Break (Campus Closed)

FRI, DEC 11, 2020  Dean sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately DEC 21).

TUES, DEC 22, 2020  College level forwards WPAFs to Faculty Advancement.

DEC 23-28, 2020  Winter Break (Campus Closed)

FRI, JAN 8, 2021  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 18, 2021  Martin Luther King, Jr. Holiday (Campus Closed)

FRI, FEB 12, 2021  Final deadline for submission of additional material to the WPAF (“Late-Add”).

FRI, FEB 26, 2021  University Promotions and Tenure Review Panel sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter (approximately MAR 9). ***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 10, 2021  Faculty Advancement forwards WPAFs to the Provost from UPTRP.

MAR 29 – APR 2, 2021  Spring Break and Cesar Chavez Holiday (Campus closed on MAR 31)

FRI, MAY 21, 2021  Provost announces final decisions on behalf of the President for all cases.