

**UNIVERSITY LIBRARY  
PERFORMANCE REVIEW  
COMPLETE TIME SCHEDULE AY 2024-2025**

*The 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.*

- FRI, AUG 2, 2024** Faculty Advancement distributes *Faculty Evaluations Master Schedule* to colleges. Colleges may begin creating cases in Interfolio.
- FRI, AUG 23, 2024** Candidates (for promotion only) should notify their unit of their intention to request review by this date.
- MON, SEP 2, 2024** **Labor Day Holiday (Campus Closed)**
- FRI, SEP 6, 2024** College must submit the names of college committee members to Faculty Advancement.
- MON, SEP 23, 2024** **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 4, 2024** **WPAF Closing Date.** Peer review committee member must complete validation by this date and before the evaluation process begins. College 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 college 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.**
- TUES, OCT 15, 2024** Faculty Advancement distributes *Statistical Summary of Promotions Report*.
- MON, NOV 11, 2024** **Veteran’s Day (Campus Closed)**
- NOV 28-29, 2024** **Thanksgiving Break (Campus Closed)**
- FRI, DEC 6, 2024** **College Peer Review Committee** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
- DEC 24 - 27, 2024** **Winter Break (Campus Closed)**
- WED, JAN 1, 2025** **New Year’s Day (Campus Closed)**
- MON, JAN 6, 2025** **Dean** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
- WED, JAN 8, 2025** 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.)
- MON, JAN 13, 2025** Faculty Advancement forwards all WPAFs to the **Provost**.
- MON, JAN 20, 2025** **Martin Luther King, Jr. Holiday (Campus Closed)**
- FRI, FEB 14, 2025** Final deadline for submission of additional material to the WPAF (“Late-Add”).
- MAR 31-APR 4, 2025** **Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)**
- FRI, MAY 16, 2025** **Provost** announces final decisions on behalf of the President for all cases.