

PERFORMANCE REVIEW COMPLETE TIME SCHEDULE AY 2024-2025

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.

FRI, AUG 2, 2024	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> to colleges. Colleges may begin creating cases in Interfolio.
FRI, AUG 23, 2024	Candidates (for promotion only) should notify departments of their intention to request review by this date.
MON, SEP 2, 2024	Labor Day Holiday (Campus Closed)
FRI, SEP 6, 2024	Colleges (with the support of the Senate Committee on Committees & Elections) 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 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. 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 <i>Validation Check Sheet for the WPAF</i> , 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.
TUES, OCT 15, 2024	Faculty Advancement distributes <i>Statistical Summary of Promotions Report</i> .
FRI, OCT 18, 2024	Department/School Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
FRI, OCT 25, 2024	Department Chair/School Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
TUE, OCT 29, 2024	Department/school level forwards cases/WPAFs to the College level; cases available in Interfolio for review by College Committee and Dean.
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. ***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.
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 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 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").
FRI, MAR 14, 2025	University Promotions and Tenure Review Panel sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter. ***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 26, 2025	Faculty Advancement forwards WPAFs to the Provost from UPTRP.
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.