

**DIVISION OF STUDENT AFFAIRS AND CAMPUS DIVERSITY
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2024-2025**

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

- FRI, AUG 2, 2024** Faculty Advancement distributes *Faculty Evaluations Master Schedule* to colleges. Units may begin creating cases in Interfolio.
- FRI, AUG 2, 2024** Candidates are encouraged to notify departments of their intention to request promotion by this date.
- MON, SEP 2, 2024** **Labor Day Holiday (Campus Closed)**
- FRI, SEP 6, 2024** Division must submit the names of division 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. 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.**
- 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)**
- DEC 24 - 27, 2024** **Winter Break (Campus Closed)**
- WED, JAN 1, 2025** **New Year’s Day (Campus Closed)**
- MON, JAN 6, 2025** **Division Peer Review Committee** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
- 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** **Director** sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
- MAR 31-APR 4, 2025** **Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)**
- FRI, MAY 16, 2025** **Vice President for Student Affairs and Campus Diversity** sends final decisions on behalf of the President.