

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2021/22

REVIEW TYPE	WPAF DUE	COF Administrative Day*	PRE-REVIEW FOR COMPLETENESS PERIOD		COF Administrative Day*	Candidate makes requested modification no later than	PEER REVIEW COMMITTEE (PRC) REVIEW PERIOD		COF Administrative Day*	Recommendation letter delivered to candidate electronically	End of rebuttal/response period **	End of PRC response period ***	DEAN REVIEW PERIOD		COF Administrative Day*	Recommendation letter delivered to candidate electronically	End of rebuttal/response period **	End of Dean's response period ***	PROMOTION & TENURE COMMITTEE (PTC) REVIEW PERIOD		COF Administrative Day*	Recommendation letter delivered to candidate electronically	End of rebuttal/response period **	Multi-level Meeting ****	End of PTC response period ***	Multi-level Responses Due	PRESIDENT OR DESIGNEE REVIEW PERIOD			
	Begins	Ends	Begins	Ends	Ends	Begins	Ends	Ends	Begins	Ends	Ends	Begins	Ends	Ends	Begins	Ends	Ends	Begins	Ends	Begins	Ends	Ends	Begins	Ends	Ends	Ends	Begins	Decision Due		
Periodic Evaluation (typically 1st, 3rd, and 5th year)	JAN 24	JAN 25	JAN 26	FEB 01	FEB 02-03	FEB 10	FEB 11	MAR 10	MAR 11	MAR 14	MAR 30	APR 11	APR 12	MAY 09	MAY 10	MAY 11	MAY 23	JUN 02	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
			7 Days			7 Days		20 Work Days		10 Days		10 Days		20 Work Days		10 Days		10 Days												
2nd & 4th year Retention	AUG 24	AUG 25	AUG 26	SEP 01	SEP 02-03	SEP 10	SEP 13	OCT 08	OCT 11	OCT 12	OCT 22	NOV 03	NOV 04	DEC 06	DEC 07	DEC 08	DEC 20	JAN 06	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	JAN 07	FEB 15	
			7 Days			7 Days		20 Work Days		10 Days		10 Days		20 Work Days		10 Days		10 Days											30 Work Days	
2nd & 4th year Early Promotion & Tenure	Use above timeline for 2nd & 4th year Retention and continue with the following P&T Committee/President schedule:																		JAN 19	MAR 01	MAR 02	MAR 03	MAR 14	MAR 15	MAR 28	MAR 30	APR 04	APR 05	TENURE JUN 01 - PROMO ONLY JUN 15	
Tenure and/or Promotion (Excluding 2nd & 4th year Early P&T above)	AUG 24	AUG 25	AUG 26	SEP 01	SEP 02-03	SEP 10	SEP 13	OCT 08	OCT 11	OCT 12	OCT 22	NOV 03	NOV 04	DEC 13	DEC 14	DEC 15	JAN 21	FEB 02	FEB 03	MAR 16	MAR 17	MAR 18	APR 04	APR 05	APR 11	APR 14	APR 18	APR 19		
			7 Days			7 Days		20 Work Days		10 Days		10 Days		25 Work Days		10 Days		10 Days		30 Work Days		10 Days		7 Days		10 Days		30/40 Work Days		
Periodic Evaluation of Tenured Faculty	MAR 01						MAR 02	MAR 29	MAR 30	APR 01			APR 02	APR 27	APR 28	APR 29	Meeting with PRC Chair and Dean to be completed by the end of semester on Thursday, May 26th.													

Holidays/Breaks:

Labor Day	SEP 06
Veteran's Day	NOV 11
Thanksgiving	NOV 25 - 26
Winter Holiday/Break	DEC 23 - JAN 18
Martin Luther King Jr.	JAN 17
Spring Break	MAR 21 - MAR 26
Cesar Chavez Day	MAR 31

Campus Holidays are NOT counted in the number of "work" days.

* Custodian of File (COF) Administrative Day

** Candidate may submit a rebuttal/response within 10 days of receipt of the recommendation.

*** Reviewing committee/administrator may submit response within 10 days of receipt of a candidates response/rebuttal.

**** Multi-level Meeting to be held within 7 days after designated deadline for the Candidate to respnd to the P&T Committee's

Saturday December 18, 2021 and May 14, 2022 are included as faculty work days per the Academic Calendar