

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW

REVISED - 2023/24

REVIEW TYPE	WPAF DUE		COF Administrative Review Period *		PRE-REVIEW FOR COMPLETENESS PERIOD		COF Administrative Review Period *		Candidate makes requested modification no later than		PEER REVIEW COMMITTEE (PRC) REVIEW PERIOD		COF Administrative Review Period *		Recommendation letter delivered to candidate		End of rebuttal/response period **		End of PRC response period ***		DEAN REVIEW PERIOD		COF Administrative Review Period *		Recommendation letter delivered to candidate		End of rebuttal/response period **		End of Dean's response period ***		PROMOTION & TENURE COMMITTEE (PTC) REVIEW PERIOD		COF Administrative Review Period*		Recommendation letter delivered to candidate		End of rebuttal/response period **		End of PTC response period ***		Multi-level Meeting ****		Multi-level Responses Due		PRESIDENT OR DESIGNEE REVIEW PERIOD	
	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Decision Due			
Periodic Evaluation (typically 1st, 3rd & 5th year)	Jan 17	Jan 18	Jan 19	Jan 25	Jan 26-29	Feb 5	Feb 6	Mar 4	Mar 5	Mar 6	Mar 15	Apr 2	Apr 3	Apr 30	May 1	May 2	May 13	May 23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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				30 Work Days				N/A									
2nd & 4th year Retention	Aug 25	Aug 28	Aug 29	Sep 5	Sep 6	Sep 13	Sep 14	Oct 11	Oct 12	Oct 13	Oct 23	Nov 2	Nov 3	Dec 5	Dec 6	Dec 7	Dec 18	Jan 4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Jan 5	FEB 15		
	7 Days				7 Days				20 Work Days				10 Days				10 Days				20 Work Days				10 Days				10 Days				30 Work Days				30 Work Days									
Promotion & Tenure, Tenure and Promotion	Aug 25	Aug 28	Aug 29	Sep 5	Sep 6	Sep 13	Sep 14	Oct 11	Oct 12	Oct 13	Oct 23	Nov 2	Nov 3	Dec 12	Dec 13	Dec 14	Jan 2	Jan 12	Jan 17	Jan 27	Feb 28	Feb 29	Mar 11	Mar 28	Apr 12	Apr 22	May 02	Apr 09	Tenure 05/31/24 ----- Promotion 06/14/24																	
	7 Days				7 Days				20 Work Days				10 Days				10 Days				25 Work Days				10 Days				10 Days				30 Work Days				10 Days		10 Days		7 Work Days		10		30/40 Work Days	
Periodic Evaluation of Tenured Faculty (PETF)	Mar 01						Mar 4	Apr 8	Apr 9	Apr 10						Apr 11	May 8	May 9	May 10	Meeting with PRC Chair and Dean to be completed by the end of semester on																										

Holidays/Breaks:

Labor Day	Sep 04
Veteran's Day	Nov 10
Thanksgiving	Nov 23 - 24
Winter Holiday/Break	Dec 22 - Jan 16
Martin Luther King Jr.	Jan 15
Spring Break	Mar 18 - Mar 23
Cesar Chavez Day	Apr 1

* 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 respond to the PTC's recommendation.

Saturday December 16, 2023 and May 11, 2024 are included as faculty work days per the Academic Calendar

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

**Note: RTP AY 2023/24 calendar modified due Hurricane Hilary, 08/21/2023