

## TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2017/18

REVIEW	WPAF DUE	COF Administrative Day*	PRE-REVIEW FOR COMPLETENESS		COF Administrative Day*	Candidate adds requested material no later than	PEER REVIEW COMMITTEE (PRC) REVIEW		Candidate picks up re-commendation no later than	End of rebuttal/response period **	End of PRC response period ***	DEAN REVIEW		Candidate picks up re-commendation no later than	End of rebuttal/response period **	End of Dean's response period ***	PROMOTION & TENURE (P&T) COMMITTEE REVIEW		Candidate picks up re-commendation no later than	End of rebuttal/response period **	End of P&T Committee response period ***	PRESIDENT OR DESIGNEE REVIEW		
	Begin	End	Begin	End	Begin	End	Begin	End	Begin	End	Begin	End	Begin	End	Begin	End	Begin	End	Begin	Decision				
Periodic Evaluation (typically 1st, 3rd, and 5th year)	TUE JAN 23	WED JAN 24	THUR JAN 25	WED JAN 31	THUR FEB 01	THUR FEB 08	FRI FEB 09	THUR MAR 08	MON MAR 12	WED MAR 28	MON APR 09	TUE APR 10	MON MAY 07	WED MAY 09	MON MAY 21	FRI JUNE 01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2nd & 4th year Retention	TUE AUG 22	WED AUG 23	THUR AUG 24	WED AUG 30	THUR AUG 31	FRI SEP 08	MON SEP 11	FRI OCT 06	TUE OCT 10	FRI OCT 20	WED NOV 01	THUR NOV 02	MON DEC 04	WED DEC 06	MON DEC 18	WED JAN 03	N/A	N/A	N/A	N/A	N/A	THUR JAN 04	FEB 15	
2nd & 4th year Promotion & Tenure Evaluation	Use above timeline for 2nd & 4th year Retention and continue with the following P&T Committee/President schedule:															MON JAN 22	FRI MAR 02	TUE MAR 06	FRI MAR 16	THUR APR 05	FRI APR 06	TENURE JUN 01		
Tenure Only / Promotion & Tenure Evaluation (Excluding 2nd & 4th year Early P&T above)	TUE AUG 22	WED AUG 23	THUR AUG 24	WED AUG 30	THUR AUG 31	FRI SEP 08	MON SEP 11	FRI OCT 13	TUE OCT 17	FRI OCT 27	WED NOV 08	THUR NOV 09	MON DEC 18	WED DEC 20	THUR JAN 25	MON FEB 05	THU FEB 06	MON MAR 26	WED MAR 28	MON APR 09	THUR APR 19	FRI APR 20	TENURE JUN 01	
Periodic Evaluation of Tenured Faculty (PETF)	THUR MAR 1							THUR MAR 29					TUE MAY 01											

**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 19 - MAR 24
Cesar Chavez Day	MAR 30

\* Custodian of File (COF) Administrative Day

\*\* Candidate may submit a rebuttal/response within 10 days of receipt of the recommendation or by the end date listed on timeline - whichever comes first.

\*\*\* Reviewing committee/administrator may submit response to a candidate's rebuttal within 10 days or by the end date listed on timeline - whichever comes first.

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

The number of days indicated on the calendar is the minimum number of days required, so the actual number of days may be more than the minimum.