

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2022/23

	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		
REVIEW TYPE			Begins	Ends		Ends	Begins	Ends			Ends	Ends	Begins	Ends			Ends	Ends	Begins	Ends			Ends	Begins	Ends	Ends	Ends	Begins	Decision Due	
Periodic Evaluation (typically 1st, 3rd, and 5th year)	JAN 23	JAN 24	JAN 25	JAN 31	FEB 01-02	FEB 09	FEB 10	MAR 09	MAR 10	MAR 13	MAR 29	APR 10	APR 11	MAY 08	MAY 09	MAY 10	MAY 22	JUN 02	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												
2nd & 4th year Retention	AUG 23	AUG 24	AUG 25	AUG 31	SEP 01-02	SEP 12	SEP 13	OCT 10	OCT 11	OCT 12	OCT 24	NOV 03	NOV 04	DEC 06	DEC 07	DEC 08	DEC 19	JAN 04	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	JAN 05	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 18	FEB 28	MAR 01	MAR 02	MAR 13	MAR 14	MAR 27	MAR 29	APR 04	APR 05	TENURE JUNE 01 PROMO ONLY JUNE 15	
Tenure and/or Promotion (Excluding 2nd & 4th year Early P&T above)	AUG 23	AUG 24	AUG 25	AUG 31	SEP 01-02	SEP 12	SEP 13	OCT 10	OCT 11	OCT 12	OCT 24	NOV 03	NOV 04	DEC 13	DEC 14	DEC 15	JAN 20	FEB 01	FEB 02	MAR 15	MAR 16	MAR 17	APR 03	APR 04	APR 10	APR 13	APR 17	APR 18		
			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 28	MAR 29	MAR 30				APR 3	APR 27	APR 28	MAY 1	Meeting with PRC Chair and Dean to be completed by the end of semester on Thursday, May 25th												

Holidays/Breaks:

Labor Day	SEP 05
Veteran's Day	NOV 11
Thanksgiving	NOV 24 - 25
Winter Holiday/Break	DEC 23 - JAN 17
Martin Luther King Jr.	JAN 16
Spring Break	MAR 20 - MAR 25
Cesar Chavez Day	MAR 31

* 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 PTC's recommendation.