

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2019/20

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 via DocuSign	End of rebuttal/response period **	End of PRC response period ***	DEAN REVIEW PERIOD		COF Administrative Day*	Recommendation letter delivered to candidate via DocuSign	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 via DocuSign	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	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Decision Due
Periodic Evaluation (typically 1st, 3rd, and 5th year)	JAN 21	JAN 22	JAN 23	JAN 29	JAN 30	FEB 06	FEB 07	MAR 05	MAR 06	MAR 09	MAR 19	APR 06	APR 07	MAY 04	MAY 05	MAY 06	MAY 18	MAY 29	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2nd & 4th year Retention	AUG 20	AUG 21	AUG 22	AUG 28	AUG 29	SEP 06	SEP 09	OCT 04	OCT 07	OCT 08	OCT 18	OCT 30	OCT 31	DEC 02	DEC 03	DEC 04	DEC 16	JAN 02	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	JAN 03	FEB 15
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 21	MAR 02	MAR 03	MAR 04	MAR 16	MAR 17	MAR 23	MAR 26	APR 06	APR 07	TENURE JUN 01 - PROMO ONLY JUN 15
Tenure and/or Promotion (Excluding 2nd & 4th year Early P&T above)	AUG 20	AUG 21	AUG 22	AUG 28	AUG 29	SEP 06	SEP 09	OCT 11	OCT 14	OCT 15	OCT 25	NOV 06	NOV 07	DEC 16	DEC 17	DEC 18	JAN 27	FEB 06	FEB 07	MAR 19	MAR 20	MAR 23	APR 08	APR 09	APR 15	APR 20	APR 22	APR 23	
Periodic Evaluation of Tenured Faculty (PETF)	MAR 02					MAR 03	MAR 26			MAR 27			MAR 30	APR 30		MAY 01	Meeting with PRC Chair and Dean to be completed by the end of semester on Thursday, May 21st .												

Holidays/Breaks:

Labor Day	SEP 02
Veteran's Day	NOV 11
Thanksgiving	NOV 28 - 29
Winter Holiday/Break	DEC 20 - JAN 15
Martin Luther King Jr.	JAN 20
Spring Break	MAR 30 - APR 04
Cesar Chavez Day	MAR 31

Campus Holidays are NOT counted in 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 respond to the P&T Committee's