

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2018/19

REVIEW	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 **		End of PTC response period ***		PRESIDENT OR DESIGNEE REVIEW PERIOD	
	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	Ends	Begins	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)	TUE JAN 22	WED JAN 23	THUR JAN 24	WED JAN 30	THUR JAN 31	THUR FEB 07	FRI FEB 08	THUR MAR 07	FRI MAR 08	MON MAR 11	THUR MAR 21	MON APR 08	TUE APR 09	MON MAY 06	TUE MAY 07	WED MAY 08	MON MAY 20	FRI MAY 31	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		
2nd & 4th year Retention	TUE AUG 21	WED AUG 22	THUR AUG 23	WED AUG 29	THUR AUG 30	FRI SEP 07	MON SEP 10	FRI OCT 05	MON OCT 08	TUE OCT 09	FRI OCT 19	WED OCT 31	THUR NOV 01	MON DEC 03	TUE DEC 04	WED DEC 05	MON DEC 17	THUR JAN 03	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	FRI JAN 04	FEB 15		30 Work Days										
2nd & 4th year Promotion & Tenure Evaluation	Use above timeline for 2nd & 4th year Retention and continue with the following P&T Committee/President schedule:																	TUE JAN 22	MON MAR 04	TUE MAR 05	WED MAR 06	MON MAR 18	THUR MAR 28	FRI MAR 29	TENURE JUN 01		PROMO JUN 15														
Tenure Only / Promotion & Tenure Evaluation (Excluding 2nd & 4th year Early P&T above)	TUE AUG 21	WED AUG 22	THUR AUG 23	WED AUG 29	THUR AUG 30	FRI SEP 07	MON SEP 10	FRI OCT 12	MON OCT 15	TUE OCT 16	FRI OCT 26	WED NOV 07	THUR NOV 08	MON NOV 17	TUE DEC 18	WED DEC 19	FRI JAN 25	WED FEB 06	THUR FEB 07	WED MAR 20	THUR MAR 21	FRI MAR 22	MON APR 08	THUR APR 18	FRI APR 19	TENURE JUN 01		PROMO JUN 15													
Periodic Evaluation of Tenured Faculty (PETF)	FRI MAR 1						MON MAR 04	THUR MAR 28			FRI MAR 29			TUE APR 02	TUE APR 30			WED MAY 01	Meeting with PRC Chair and Dean to be completed by the end of semester on May 23rd.																						

Holidays/Breaks:
 Labor Day SEP 03
 Veteran's Day NOV 12
 Thanksgiving NOV 22 - 23
 Winter Holiday/Break DEC 21 - JAN 15
 Martin Luther King Jr. JAN 21
 Spring Break APR 01 - APR 06
 Cesar Chavez Day APR 01

* Custodian of File (COF) Administrative Day

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

*** response/rebuttal.

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