

## TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF SSP, AR'S - 2018-2019 AY

APPENDIX 12

	Call for SAR	SAR Due	File Access	SSP, AR Supervisor Due	SSP, AR Evaluation Committee Due	University Evaluation Committee Due	VP/Provost Decision Due
Tenured SSP, AR (Periodic Eval)	June 3	Oct. 3	Oct. 10	Nov. 19	Jan. 7	N/A	N/A
2nd Yr. Probationary SSP, AR (Perf. Rev. - Ret. Only)	June 6	Oct. 1	Oct. 8	Nov. 13	Jan. 14	Feb. 1	Feb. 15 (CBA 13.12)
4th Year Probationary SSP, AR (Perf. Rev. - Ret. Only)	Sept. 24	Oct. 22	Oct. 29	Nov. 30	Feb. 18	March 15	May 3
3rd, 4th & 5th Yr. Prob. SSP, AR Applying for Early Tenure/Promotion (Performance Review)	Oct. 5	Dec. 3	Dec. 10	Jan. 28	Mar 18	Apr. 26	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
6th Year SSP, AR Eligible for Tenure & Promotion (Performance Review)	Oct. 5	Dec. 3	Dec. 10	Jan. 28	Mar 18	Apr. 26	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
Tenured SSP, AR Applying for Promotion (Performance Review)	Oct. 5	Dec. 3	Dec. 10	Jan. 28	Mar 18	Apr. 26	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
2nd Yr. Prob SSP, AR Applying for Early Tenure/Promotion (Performance Review)		Feb. 25	Feb. 26	Mar. 13	Apr. 15	May 6	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
1st, 3rd & 5th Year Prob. SSP, AR (Periodic Evaluation)	Jan. 14	Mar. 25	Apr. 8	May 24	N/A	N/A	N/A
Full-Time Temporary SSP, AR (Periodic Evaluation)	Feb. 1	Apr. 2	Apr. 15	May 10	Jun 10	N/A	N/A
Part-Time Temporary SSP, AR	Feb. 1	Apr. 2	Apr. 15	May 10	Jun 10	N/A	N/A

**SSP, ARs who plan to apply for Promotion should notify Academic Personnel by Oct. 1st.**

\* This date shall serve as the specific deadline date at which time the Working Personnel Action File is declared complete per CBA 15.12b

\*\* The President shall officially notify the probationary faculty unit employee of the final decision on the award or denial of tenure no later than June 1. per CBA 13.18

\*\*\* The President shall notify the faculty unit employee in writing of the final decision on the promotion no later than June 15. per CBA 14.9

Evaluation Rebuttal Timeline per CBA 15.5: A faculty member may submit a response/rebuttal in writing and/or request a meeting to discuss the recommendation within (10) days after receiving the recommendation.

Per CBA 15.46 failure to meet deadlines will result in the file being moved to the next level without unsubmitted materials/recommendations. Such materials will not be part of the current evaluation cycle.