

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF INSTRUCTIONAL FACULTY - 2018-2019 AY

APPENDIX 12

| | Call for FAR | FAR Due | File Access* | Chair/Dept Comm. Eval Due | College Dean/College Eval Comm. Due | University Evaluation Committee Due | VP/Provost Decision Due |
|---|--------------|---------|--------------|------------------------------|---|---|--|
| Tenured Faculty (Periodic Eval) | June 3 | Oct. 3 | Oct. 10 | Nov. 19 | Jan. 7 | N/A | N/A |
| 2nd Yr. Probationary Faculty (Perf. Rev. - Ret. Only) | June 6 | Oct. 1 | Oct. 8 | Nov.13 | Jan. 14 | Feb. 1 | Feb. 15 (CBA 13.12) |
| 4th Year Probationary Faculty (Perf. Rev. - Ret. Only) | Sept. 24 | Oct. 22 | Oct. 29 | Nov. 30 | Feb. 18 | March 15 | May 3 |
| 3rd, 4th & 5th Yr. Prob. Faculty 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 Faculty 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 for Promotion (CBA 14.9) |
| Tenured Faculty Applying for Promotion (Performance Review) | Oct. 5 | Dec. 3 | Dec. 10 | Jan. 28 | Mar 18 | Apr. 26 | ***June 15 for Promotion (CBA 14.9) |
| 2nd Yr. Prob Faculty Applying for Early Tenure/Promotion (Performance Review) | | Feb. 25 | Feb. 27 | 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. Faculty (Periodic Evaluation) | Jan. 14 | Mar. 25 | Apr. 8 | May 24 | N/A | N/A | N/A |

Faculty members who plan to apply for Promotion should notify Academic Personnel by October 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.

Revised: 5/22/18 (rt)