

Timetable for Periodic Evaluation of Lecturers - 2019/20 AY

	Notification of Review/ Call for FAR	FAR Due (If applicable)	File Access**	Chair/Dept Comm. Eval Due	College Dean/College Eval Comm. Due
AP notifies faculty who are scheduled to be reviewed					
Full-time Lecturers - 1 yr apt	Feb. 3	Apr. 6	Apr. 13	May 29	N/A
Full-time Lecturers eligible for an initial 3 year apt OR a subsequent 3 year apt	Feb. 3	Apr. 6	Apr. 13	May 18	Jun 5
Department/ college notifies faculty who are scheduled to be reviewed If applicable (based on department)					
Part-time Lecturers eligible for an initial 3 year apt OR a subsequent 3 year apt	Feb. 3	Apr. 6	Apr. 13	May 18	Jun 5
All other PT Lecturers If applicable*	Department/ college notifies faculty who are scheduled to be reviewed If applicable (based on department)				
Part-time Lecturers	Feb. 3	Apr. 6	Apr. 13	May 29	N/A

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

* A lecturer with a one quarter appointment will be evaluated at the discretion of the department chair, appropriate administrator or equivalent. (15.25)

* A lecturer with a one year appointment will be evaluated in accordance with the periodic evaluation process. (15.24)

* A lecturer with a three year appointment will be evaluated in the third year of the appointment (15.29)

* A lecturer eligible for a three year appointment will be evaluated in the academic year preceding the issuance of the three year appointment. (15.28)

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.

Revised: 6/6/19 (rt)

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF LIBRARY FACULTY - 2019-2020 AY

APPENDIX 12

	Call for LAR	LAR Due	File Access*	Library Evaluator Due	Library Eval Comm. Due	DEAN evaluation Due	University Evaluation Committee Due	VP/Provost Decision Due
Tenured Librarian (Periodic Eval)	June 3	Oct. 7	Oct. 14	Nov. 15	Dec. 20	Jan. 24	N/A	N/A
2nd Yr. Probationary Librarian (Perf. Rev. - Ret. Only)	June 5	Oct. 1	Oct. 8	Nov. 15	Dec. 13	Jan. 17	Feb. 7	Feb. 15 (CBA 13.12)
4th Year Probationary Librarian (Perf. Rev. - Ret. Only)	Sept. 20	Oct. 21	Oct. 28	Dec. 4	Jan. 24	March 2	March 23	May 1
3rd, 4th & 5th Yr. Prob. Librarian Applying for Early Tenure/Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 3	Mar 2	Mar 23	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
6th Year Librarian Eligible for Tenure & Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 3	Mar 2	Mar 23	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
Tenured Librarian Applying for Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 3	Mar 2	Mar 23	May 4	***June 15 for Promotion (CBA 14.9)
2nd Yr. Prob Librarian Applying for Early Tenure/Promotion (Performance Review)		Feb. 24	Feb. 28	Mar. 13	Mar. 30	Apr. 13	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
1st, 3rd & 5th Year Prob. Librarian (Periodic Evaluation)	Jan. 13	Mar. 9	Apr. 3	May 26	Jun. 22	Jul. 20	N/A	N/A
Full-time Temporary Librarian (Periodic Evaluation)	Feb. 3	Apr. 6	Apr. 13	May 11	May 29	Jun. 8	N/A	N/A
Part-Time Temporary Librarian	Feb. 3	Apr. 6	Apr. 13	May 11	May 29	Jun. 8	N/A	N/A

Librarians who plan to apply for Promotion, Early Promotion or Early Tenure should notify Faculty Affairs 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.

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF SSP, AR'S - 2019-2020 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. 7	Oct. 14	Nov. 25	Jan. 13	N/A	N/A
2nd Yr. Probationary SSP, AR (Perf. Rev. - Ret. Only)	June 5	Oct. 1	Oct. 8	Nov. 19	Jan. 20	Feb. 7	Feb. 15 (CBA 13.12)
4th Year Probationary SSP, AR (Perf. Rev. - Ret. Only)	Sept. 20	Oct. 21	Oct. 28	Dec. 4	Feb. 24	March 20	May 3
3rd, 4th & 5th Yr. Prob. SSP, AR Applying for Early Tenure/Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 4	Mar 23	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
6th Year SSP, AR Eligible for Tenure & Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 4	Mar 23	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
Tenured SSP, AR Applying for Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 4	Mar 23	May 4	**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. 24	Feb. 28	Mar. 13	Apr. 13	May 8	**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. 23	Apr. 13	May 26	N/A	N/A	N/A
Full-Time Temporary SSP, AR (Periodic Evaluation)	Feb. 3	Apr. 6	Apr. 13	May 18	Jun 5	N/A	N/A
Part-Time Temporary SSP, AR	Feb. 3	Apr. 6	Apr. 13	May 18	Jun 5	N/A	N/A

SSP, ARs who plan to apply for Promotion, Early Promotion or Early Tenure should notify Faculty Affairs 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.

Coach Evaluation Timeline'2019-20

	Call for CAR	CAR Due	File Access	Committee Evaluation Due	Athletic Director Evaluation Due	VP Decision Due
Fall Sports	30-Sep	10-Jan	13-Jan	27-Feb	27-Mar	29-May
Winter Sports	6-Jan	1-May	6-May	4-Jun	16-Jul	20-Aug
Spring Sports	30-Mar	12-Jun	15-Jun	27-Jul	27-Aug	1-Oct

Revised: 5/22/18 (ds)

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF INSTRUCTIONAL FACULTY - 2019-2020 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. 7	Oct. 14	Nov. 25	Jan. 13	N/A	N/A
2nd Yr. Probationary Faculty (Perf. Rev. - Ret. Only)	June 5	Oct. 1	Oct. 8	Nov. 19	Jan. 20	Feb. 7	Feb. 15 (CBA 13.12)
4th Year Probationary Faculty (Perf. Rev. - Ret. Only)	Sept. 20	Oct. 21	Oct. 28	Dec. 4	Feb. 24	March 20	May 1
3rd, 4th & 5th Yr. Prob. Faculty Applying for Early Tenure/Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 4	Mar 23	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
6th Year Faculty Eligible for Tenure & Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 4	Mar 23	May 4	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
Tenured Faculty Applying for Promotion (Performance Review)	Oct. 7	Dec. 9	Dec. 16	Feb. 4	Mar 23	May 4	***June 15 for Promotion (CBA 14.9)
2nd Yr. Prob Faculty Applying for Early Tenure/Promotion (Performance Review)		Feb. 24	Feb. 28	Mar. 13	Apr. 13	May 8	**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. 23	Apr. 13	May 26	N/A	N/A	N/A

Faculty members who plan to apply for Promotion, Early Promotion or Early Tenure should notify Faculty Affairs 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.

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Revised: 11/5/19 (rt)