

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF INSTRUCTIONAL FACULTY - 2024-25 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)	May 6	Sept. 30	Oct. 7	Dec. 2	Jan. 31	N/A	N/A
2nd Yr. Probationary Faculty (Perf. Rev. - Ret. Only)	May 6	Aug. 26	Sept. 3	Oct. 14	Dec. 16	Feb. 3	Feb. 15 (CBA 13.12)
4th Year Probationary Faculty (Perf. Rev. - Ret. Only)	Aug. 26	Sept. 16	Sept. 23	Nov. 4	Feb. 7	March 10	April 1
3rd, 4th & 5th Yr. Prob. Faculty Applying for Early Tenure/Promotion (Performance Review)	Sept. 9	Oct. 7	Oct. 14	Nov. 18	Feb. 10	March 31	**May 9 no later than June 1 for Tenure (CBA 13.18) ***May 19 no later than June 15 for Promotion (CBA 14.9)
6th Year Faculty Eligible for Tenure & Promotion (Performance Review)	Sept. 9	Oct. 7	Oct. 14	Nov. 18	Feb. 10	March 31	**May 9 no later than June 1 for Tenure (CBA 13.18) ***May 19 no later than June 15 for Promotion (CBA 14.9)
Tenured Faculty Applying for Promotion (Performance Review)	Sept. 9	Oct. 7	Oct. 14	Nov. 18	Feb. 10	March 31	**May 9 no later than June 1 for Tenure (CBA 13.18) ***May 19 no later than June 15 for Promotion (CBA 14.9)
1st, 3rd & 5th Year Prob. Faculty (Periodic Evaluation)	Dec. 2	Feb 24	Mar. 3	May 5	N/A	N/A	N/A
Faculty members who plan to apply for Promotion should notify Faculty Affairs by September 2nd.							

* 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: 4/10/2024 (rt)

approved 5/16/2024

Timetable for Periodic Evaluation of Lecturers - 2024-25 AY

	Call for FAR (If applicable)	FAR Due (If applicable)	File Access**	Chair/Dept Comm. Eval Due	College Dean/College Eval Comm. Due
Department/ college notifies faculty who are scheduled to be reviewed					
All Lecturers with a 1 yr. apt.	Jan. 20	Feb. 3	Feb. 4	Mar. 21	N/A
All Lecturers eligible for an initial 3 year apt OR a subsequent 3 year apt					
	Jan. 20	Feb. 3	Feb. 4	Mar. 21	Apr. 25
All other Lecturers If applicable*	Department/ college notifies faculty who are scheduled to be reviewed	(If applicable)			
All Lecturers	Jan. 20	Feb. 3	Feb. 4	Mar. 21	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 semester appointment will be evaluated at the discretion of the department chair, appropriate administrator or equivalent. (CBA 15.25)

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

* A lecturer with a three year appointment will be evaluated in the third year of the appointment (CBA 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. (CBA 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: 4/11/24 (rt)

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF LIBRARY FACULTY - 2024-25 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. 11	Oct. 18	Nov. 15	Dec. 20	Jan. 31	N/A	N/A
2nd Yr. Probationary Librarian (Perf. Rev. - Ret. Only)	May 24	Oct. 4	Oct. 11	Nov. 8	Dec. 13	Jan. 17	Feb. 3	Feb. 15 (CBA 13.12)
4th Year Probationary Librarian (Perf. Rev. - Ret. Only)	17-Jun	Oct. 25	Nov. 1	Dec. 2	Jan. 13	Feb. 14	March 14	May 2
3rd, 4th & 5th Yr. Prob. Librarian Applying for Early Tenure/Promotion (Performance Review)	Oct. 7	Dec. 2	Dec. 9	Jan. 27	Feb. 24	Mar 19	Apr. 30	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
6th Year Librarian Eligible for Tenure & Promotion (Performance Review)	Oct. 7	Dec. 2	Dec. 9	Jan. 27	Feb. 24	Mar 19	Apr. 30	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
Tenured Librarian Applying for Promotion (Performance Review)	Oct. 7	Dec. 2	Dec. 9	Jan. 27	Feb. 24	Mar 19	Apr. 30	***June 15 for Promotion (CBA 14.9)
1st, 3rd & 5th Year Prob. Librarian (Periodic Evaluation)	Dec. 13	Mar. 10	Mar. 17	Apr. 21	25-May	June 30	N/A	N/A
Full-time Temporary Librarian (Periodic Evaluation)	Feb. 3	Apr. 9	Apr. 16	May 14	May 28	June 11	N/A	N/A
Part-Time Temporary Librarian	Feb. 3	Apr. 9	Apr. 16	May 14	May 28	June 11	N/A	N/A

Librarians who plan to apply for Promotion should notify Faculty Affairs by September 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: 4/17/24 (bp)

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF SSP, AR'S - 2024-25 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)	May 6	Sept. 30	Oct. 7	Dec. 2	Jan. 31	N/A	N/A
2nd Yr. Probationary SSP, AR (Perf. Rev. - Ret. Only)	May 6	Aug. 26	Sept. 3	Oct. 14	Dec. 16	Feb. 3	Feb. 15 (CBA 13.12)
4th Year Probationary SSP, AR (Perf. Rev. - Ret. Only)	Aug. 26	Sept. 16	Sept. 23	Nov. 4	Feb. 7	March 10	April 1
3rd, 4th & 5th Yr. Prob. SSP, AR Applying for Early Tenure/Promotion (Performance Review)	Sept. 9	Oct. 7	Oct. 14	Nov. 18	Feb. 10	March 31	**May 9 no later than June 1 for Tenure (CBA 13.18) ***May 19 no later than June 15 for Promotion (CBA 14.9)
6th Year SSP, AR Eligible for Tenure & Promotion (Performance Review)	Sept. 9	Oct. 7	Oct. 14	Nov. 18	Feb. 10	March 31	**May 9 no later than June 1 for Tenure (CBA 13.18) ***May 19 no later than June 15 for Promotion (CBA 14.9)
Tenured SSP, AR Applying for Promotion (Performance Review)	Sept. 9	Oct. 7	Oct. 14	Nov. 18	Feb. 10	March 31	**May 9 no later than June 1 for Tenure (CBA 13.18) ***May 19 no later than June 15 for Promotion (CBA 14.9)
1st, 3rd & 5th Year Prob. SSP, AR (Periodic Evaluation)	Dec. 2	Feb 24	Mar. 3	May 5	N/A	N/A	N/A
Temporary SSP, AR (Periodic Evaluation)	Jan. 20	Feb. 3	Feb. 4	Mar. 21	Mar. 21	N/A	N/A

SSP, ARs who plan to apply for Promotion, Early Promotion or Early Tenure should notify Faculty Affairs by September 2nd.

* 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: 4/17/2024 (rt)

Coach Evaluation Timeline'2024-25

	Call for CAR	CAR Due	File Access	Committee Evaluation Due	Athletic Director Evaluation Due	VP Decision Due
Fall Sports	30-Sep	9-Jan	13-Jan	26-Feb	25-Mar	30-May
Winter Sports	6-Jan	29-Apr	2-May	3-Jun	8-Jul	21-Aug
Spring Sports	3-Apr	10-Jul	17-Jun	29-Jul	26-Aug	1-Oct

Revised: 4/17/24 (rt)