

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2024/25

REVIEW TYPE	WPAF DUE		COF Administrative Review Period *		PRE-REVIEW FOR COMPLETENESS PERIOD		COF Administrative Review Period *		Candidate makes requested modification no later than		PEER REVIEW COMMITTEE (PRC) REVIEW PERIOD		COF Administrative Review Period *		Recommendation letter delivered to candidate		End of rebuttal/response period **		End of PRC response period ***		DEAN REVIEW PERIOD		COF Administrative Review Period *		Recommendation letter delivered to candidate		End of rebuttal/response period **		End of Dean's response period ***		PROMOTION & TENURE COMMITTEE (PTC) REVIEW PERIOD		COF Administrative Review Period*		Recommendation letter delivered to candidate		End of rebuttal/response period **		End of PTC response period ***		Multi-level Meeting ****		Multi-level Responses Due		PRESIDENT OR DESIGNEE REVIEW PERIOD									
	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Begin	Ends	Decision Due											
Periodic Evaluation (1st, 3rd & 5th Year)	Jan 15	Jan 16	Jan 17	Jan 24	Jan 27	Feb 3	Feb 4	Mar 3	Mar 4	Mar 5	Mar 14	Mar 26	Mar 27	Apr 24	Apr 25	Apr 28	May 7	May 19	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	N/A	N/A	N/A	N/A	N/A										
	7 Days				7 Days				20 Work Days				10 Days				10 Days				20 Work Days				10 Days				10 Days																									
2nd & 4th Year Retention	Aug 20	Aug 21	Aug 22	Aug 28	Aug 29	Sep 6	Sep 9	Oct 4	Oct 7	Oct 8	Oct 17	Oct 28	Oct 29	Nov 26	Nov 27	Dec 2	Dec 11	Dec 23	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	N/A	Jan 3	FEB 14												
	7 Days				7 Days				20 Work Days				10 Days				10 Days				20 Work Days				10 Days				10 Days												30 Work Days													
Promotion & Tenure, Tenure and Promotion to Full	Aug 20	Aug 21	Aug 22	Aug 28	Aug 29	Sep 6	Sep 9	Oct 4	Oct 7	Oct 8	Oct 17	Oct 28	Oct 29	Dec 5	Dec 6	Dec 9	Dec 18	Jan 2	Jan 15	Jan 26	Feb 27	Feb 28	Mar 10	Mar 20	Mar 21	Apr 7	Apr 17	Apr 18															Tenure May 30											
	7 Days				7 Days				20 Work Days				10 Days				10 Days				25 Work Days				10 Days				10 Days				30 Work Days				10 Days				10 Days				7 Work Days				10 Days				30/40 Work Days	
Periodic Evaluation of Tenured Faculty (PETF)	Mar 3	Mar 4									Mar 5	Apr 8	Apr 9	Apr 10					Apr 11	May 8	May 9	May 12	Meeting with PRC Chair and Dean to be completed by the end of semester on																															
	Thursday, May 22, 2025																																																					

Holidays/Breaks:

Labor Day	Sep 02
Veteran's Day	Nov 11
Thanksgiving	Nov 28 - 29
Winter Holiday/Break	Dec 20 - Jan 14
Martin Luther King Jr.	Jan 20
Spring Break	Mar 31 - Apr 05
Cesar Chavez Day	Mar 31
Memorial Day	May 26

* Custodian of File (COF) Administrative Day

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

*** Reviewing committee/administrator may submit response within 10 days of receipt of a candidates response/rebuttal

**** Multi-level Meeting to be held within 7 days after designated deadline for the Candidate to respond to the PTC recommendation

Saturday, Dec 14 and Saturday, May 10 are included as faculty work days per the Academic Calendar

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