

**ADMINISTRATIVE MEMORANDUM
VPAA 13-04**

March 25, 2013

2013/2014 Faculty Personnel Action Dates

To All Faculty, Staff, and Administrators:

In accordance with Sections 13.5, 14.5 and 15.4 of the Collective Bargaining Agreement, and upon the recommendation of the University Faculty Personnel Committee, I hereby approve the attached 2013/2014 dates for submission of periodic evaluations and performance reviews to the Department Personnel Committee, the College Personnel Committee, and the University Faculty Personnel Committee, as appropriate.

The complete schedule of faculty personnel actions for AY 2013/2014 is attached to this memorandum. It will also be posted on the Office of Academic Affairs (www.humboldt.edu/aavp/AdminMemo.html) web site and the Academic Personnel Services (APS) web site (www.humboldt.edu/aps/calendars.html). The evaluation review process is scheduled on the basis of unalterable notification deadlines established by the CSU-CFA Collective Bargaining Agreement. The deadlines are intended to allow sufficient time for careful review at each level and they cannot be extended.

The **Summary of Faculty Personnel Actions and Due Dates** available on the APS website (http://www.humboldt.edu/aps/docs/RTP/Personnel_Actions&Due_Dates_Summary.pdf) provides further information about the RTP process and timelines.

Please refer to **Appendix J** of the *Humboldt State University Faculty Handbook* to review the criteria, policies and procedures for Retention, Tenure, and Promotion of probationary/tenured faculty; **Appendix K** for the criteria and processes by which temporary faculty may apply for elevation in range; or **Appendix M** for the "Personnel Policies and Procedures for Coaches." The "Periodic Evaluation of Tenured Faculty" (post-tenure review) policy may be accessed on the Academic Personnel Services web site (www.humboldt.edu/aps/faculty/posttenure.html).

Post-tenure review shall occur at intervals of no greater than five years. The deadline for post-tenure review is established at the college level, but should be completed no later than April 1 of each year. The deadline for periodic evaluation of temporary faculty is established at the department level, but should be completed no later than April 15 of each year. The periodic evaluation schedule for coaching faculty is as established in Appendix M.

Questions regarding the personnel action dates or the evaluation process may be directed to Academic Personnel Services, x5086.

Sincerely,

Robert A. Snyder
Provost and Vice President for Academic Affairs

2013/14 PERSONNEL ACTION DATE (PAD) CALENDAR**Group I. RETENTION (REAPPOINTMENT) FOR NEW PROBATIONARY FACULTY APPOINTED FALL 2013
MODIFIED PERFORMANCE REVIEW**

►► New faculty appointed in Spring 2013 with service credit for Fall 2012 are subject to a full performance review and, therefore, shall submit a WPAF on August 30, 2013 following the **Group III** schedule. If service credit was not awarded, then new faculty appointed in Spring 2013 are subject to a modified performance review which is due on January 15, 2014 following the **Group I** schedule. ◀◀

Personnel Action: New Probationary Faculty Retention

Department Personnel Committee receives file	W	January 15
File closes	T	January 21
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	M	January 27
College Dean or Equivalent Administrator receives file	TR	February 6
Dean or Equivalent Administrator decision due to candidate	M	February 17

**Group II. PROBATIONARY FACULTY IN THE FIRST YEAR OF A TWO-YEAR REAPPOINTMENT
PERIODIC EVALUATION**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review (WPAF). Only faculty in the first year of a two-year reappointment complete a Periodic Evaluation following the **Group II** schedule. ◀◀

Personnel Action: Periodic Evaluation of Continuing Faculty in the first year of a two-year reappointment

Department Personnel Committee receives file	M	February 3
File closes	F	February 7
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	M	February 17
College Dean or Equivalent Administrator receives file	TR	February 27
Dean or Equivalent Administrator evaluation due to candidate	TR	March 27

**Group III. RETENTION (REAPPOINTMENT) FOR PROBATIONARY FACULTY
PERFORMANCE REVIEW – Fall 2013 Semester Schedule**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review (WPAF). For those undergoing a performance review, your letter will also state whether you are **required** to follow the Fall (**Group III**) or Spring (**Group IV**) retention schedule. ◀◀

Personnel Action: Retention -- Continuing probationary faculty on fall semester schedule (WPAF)

Department Personnel Committee (IUPC) receives file	F	August 30
File closes	F	September 6
Dept. Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	F	September 20
College Personnel Committee/Dean receives file	M	September 30
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	October 18
University Faculty Personnel Committee (UFPC) receives file	M	October 28
UFPC recommendation addressed to Vice President with copy to candidate	F	December 13
Vice President receives file	M	December 23
Vice President decision due to candidate	M	February 17

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days* following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.

* The term "day" refers to calendar days. The 10-day response period is computed by excluding the first day and including the last day, unless the last day is a holiday or other day the campus is not regularly open for business (CBA 2.11).

**Group IV. RETENTION (REAPPOINTMENT) FOR PROBATIONARY FACULTY
PERFORMANCE REVIEW – Spring 2014 Semester Schedule**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review (WPAF). For those undergoing a performance review, your letter will also state whether you are **required** to follow the Fall (**Group III**) or Spring (**Group IV**) retention schedule. ◀◀

Personnel Action: Retention -- Continuing probationary faculty on spring semester schedule (WPAF)

Department Personnel Committee receives file	F	January 17
File closes	F	January 24
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	T	February 11
College Personnel Committee/Dean receives file	F	February 21
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 24
University Faculty Personnel Committee (UFPC) receives file	TR	April 3
UFPC recommendation addressed to Vice President with copy to candidate	F	April 25
Vice President receives file	M	May 5
Vice President decision due to candidate	M	June 2

**Group V. RETENTION WITH TENURE/PROMOTION – INCLUDES EARLY TENURE
PERFORMANCE REVIEW**

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure (WPAF)*

Department Personnel Committee (IUPC) receives file	T	September 24
File closes	T	October 1
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	T	October 22
College Personnel Committee/Dean receives file	F	November 1
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	December 13
University Faculty Personnel Committee (UFPC) receives file	M	December 23
UFPC recommendation addressed to President with copy to candidate	T	February 18
Vice President receives file	F	February 28
Vice President recommendation addressed to President with copy to candidate	T	April 8
President receives file	F	April 18
President tenure decision to candidate President promotion decision to candidate	M	June 2

* Faculty seeking an early tenure decision will be considered concurrently for retention; therefore only one file should be submitted following the **Group V Retention with Tenure/Promotion – Includes Early Tenure** schedule.

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.*

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**Group VI. PROMOTION OF TENURED FACULTY
PERFORMANCE REVIEW**

Personnel Action: Promotion of Tenured Faculty (WPAF)

Department Personnel Committee (IUPC) receives file	TR	October 31
File closes	TR	November 7
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	F	December 13
College Personnel Committee/Dean receives file	M	December 23
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	T	February 11
University Faculty Personnel Committee (UFPC) receives file	F	February 21
UFPC recommendation addressed to President with copy to candidate	T	April 1
Vice President receives file	F	April 11
Vice President recommendation addressed to President with copy to candidate	F	May 2
President receives file	M	May 12
President promotion decision to candidate	M	June 16

Group VII. TEMPORARY FACULTY RANGE ELEVATION

Personnel Action: Temporary Faculty Range Elevation (Range Elevation Portfolio)

Department Personnel Committee (IUPC) receives file	F	January 17
File closes	F	January 24
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	F	February 14
College Personnel Committee/Dean receives file	M	February 24
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 24
University Faculty Personnel Committee (UFPC) receives file	TR	April 3
UFPC recommendation addressed to Vice President with copy to candidate	T	April 29
Vice President receives file	F	May 9
Vice President decision due to candidate	M	June 2

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.*

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