

ADMINISTRATIVE MEMORANDUM
VPAA 05-02
April 5, 2006

SUBJECT: 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 2006/2007 dates for submission of periodic evaluations and performance reviews to the appropriate initiating unit personnel committee, college personnel committee, and the University Faculty Personnel Committee, as appropriate.

Please note that continuing probationary faculty who will be in the first year of a two-year reappointment will not be submitting a Working Personnel Action File during the 2006/2007 review cycle; rather, this group of probationary faculty will undergo a periodic evaluation which is due to the initiating unit personnel committee on March 2, 2007. All other continuing probationary faculty will undergo a full performance review and shall submit a Working Personnel Action file according to the attached schedule, with the first set due to the initiating unit personnel committee on August 21, 2006.

A further explanation to the new format of the 2006/2007 Personnel Action Date appears on the schedule. This format change was precipitated by revisions to Appendix J.

The periodic evaluation of tenured faculty (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 6, 2007. The deadline for periodic evaluation of temporary faculty is established at the department level but should be completed no later than April 20, 2007. The periodic evaluation schedule for coaching faculty is as established in Appendix M.

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. Questions regarding the personnel action dates or the evaluation process may be directed to Academic Personnel Services, extension 5086.

PERSONNEL ACTION DATES 2006-2007

The 2006-2007 personnel action dates schedule has a new format. Due dates are established by the personnel action rather than years of service. New faculty¹ appointed Fall 2006 and continuing probationary faculty with a two year reappointment shall complete a periodic evaluation² during 2006-2007. Due dates for *periodic evaluations* are below. Probationary faculty who are subject to a performance review³, that is, submission of a WPAF, shall submit their files on either August 21 or September 18, depending on the requested personnel action. Tenured faculty seeking promotion shall submit their WPAF on October 16. The complete *performance review* schedule is on page 2. Temporary faculty seeking range elevation⁴ shall submit their file on January 16. The complete *range elevation* schedule is below.

The review of a *Professional Development Plan* (PDP)⁵ is not a personnel action. Therefore, it does not appear on this schedule. However, PDPs are an important component of the periodic evaluation. Since the periodic evaluation schedules commence at the start of spring semester, Colleges should ensure that the PDP process is completed by December 15.

Probationary faculty should refer to their 2005-2006 reappointment letter to determine whether they should submit a periodic evaluation (short review) or a performance review (WPAF) in 2006-2007. Please contact Academic Personnel Services, extension 5086, if you have any questions regarding the 2006-2007 Personnel Action Dates

PERIODIC EVALUATION (Short Review)²

Personnel Action: New Faculty Reappointment (Faculty appointed as of Fall 2006)

File to Initiating Unit Personnel Committee (IUPC)	T	January 16
IUPC recommendation to Dean – due to candidate Department Chair recommendation to Dean – due to candidate	M	January 29
File forwarded to College Dean or Equivalent Administrator Department Chair recommendation forwarded to Dean	M	February 5
Dean or Equivalent Administrator decision due to candidate	TR	February 15

Personnel Action: Continuing Faculty with a two-year reappointment

File to Initiating Unit Personnel Committee (IUPC)	F	March 2
IUPC evaluation to Dean – due to candidate Department Chair evaluation to Dean - due to candidate	F	April 6
File forwarded to College Dean or Equivalent Administrator Department Chair evaluation forwarded to Dean	F	April 13
Dean or Equivalent Administrator evaluation due to candidate	F	May 11

Personnel Action: Temporary Faculty Range Elevation⁴

File to Initiating Unit Personnel Committee (IUPC)	T	January 16
File closes	T	January 23
IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate	F	February 9
File forwarded to college personnel committee Department Chair recommendation forwarded to Dean	F	February 16
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	M	March 19
File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	M	March 26
UFPC recommendation to Vice President – due to candidate	F	April 20
File and UFPC recommendation forwarded to Vice President	F	April 27
Vice President decision due to candidate	W	May 16

¹ New faculty appointed in January, 2006 shall submit a performance review (WPAF) on August 21 if service credit was awarded for Fall semester 2005. If service credit was not awarded, then the mid-year hire shall submit a periodic evaluation on January 16, 2007.

² Appendix J, Section VI

³ Appendix J, Section VII

⁴ Appendix K

⁵ Appendix J, Section VI. C.

PERSONNEL ACTION DATES 2006-2007
PERFORMANCE REVIEW SCHEDULE (Full Review – WPAF)⁶

Personnel Action: Retention

File due to Initiating Unit Personnel Committee (IUPC)	M	August 21
File closes	M	August 28
IUPC recommendation to college personnel committee - due to candidate Department chair recommendation to Dean – due to candidate	M	September 18
File forwarded to college personnel committee Department chair recommendation forwarded to Dean	M	September 25
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	M	October 23
File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	M	October 30
UFPC recommendation to Vice President – due to candidate	F	December 8
File and UFPC recommendation forwarded to Vice President	F	December 15
Vice President decision due to candidate	F	January 26

Personnel Action: Retention with Tenure/Promotion⁷ – includes Early Tenure⁸

File due to Initiating Unit Personnel Committee (IUPC)	M	September 18
File closes	M	September 25
IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate	M	October 16
File forwarded to college personnel committee Department chair recommendation forwarded to Dean	M	October 23
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	F	December 1
File to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	F	December 8
UFPC recommendation to President – due to candidate	M	February 12
UFPC recommendation forwarded to President; File forwarded to Vice President	M	February 19
Vice President recommendation to President - due to candidate	TR	March 29
File and Vice President recommendation forwarded to President	TR	April 5
President tenure decision to candidate President promotion decision to candidate	W	May 23

Personnel Action: Promotion of Tenured Faculty⁹

File to Initiating Unit Personnel Committee (IUPC)	M	October 16
File closes	M	October 23
IUPC recommendation to college personnel committee – due to candidate Department Chair recommendation to Dean – due to candidate	F	November 17
File forwarded to college personnel committee Department Chair recommendation forwarded to Dean	F	December 1
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	M	February 5
File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	M	February 12
UFPC recommendation to President – due to candidate	TR	March 29
UFPC recommendation forwarded to President; File forwarded to Vice President	TR	April 5
Vice President recommendation to President – due to candidate	TR	April 26
File and Vice President recommendation forwarded to President	TR	May 3
President promotion decision to candidate	T	June 1

⁶ Appendix J, Section V, E. (WPAF)

⁷ Appendix J, Section IV.E

⁸ Appendix J, Section IV.E.5 (Early Tenure)

⁹ Appendix J, Section IV.G