



HUMBOLDT STATE UNIVERSITY

Office of the Provost & Vice President Academic Affairs

ADMINISTRATIVE MEMORANDUM

VPAA 12-03

March 26, 2012

2012/2013 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 2012/2013 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 2012/2013 is attached to this memorandum. It will also be posted on the Office of Academic Affairs (www.humboldt.edu/aavp/AdminMemo.html) web site, the HSU Polices web site (<http://humboldt.edu/policy/>) 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

2012/13 PERSONNEL ACTION DATE (PAD) CALENDAR**Group I. RETENTION (REAPPOINTMENT) FOR NEW PROBATIONARY FACULTY APPOINTED FALL 2012
MODIFIED PERFORMANCE REVIEW**

►► New faculty appointed in Spring 2012 with service credit for Fall 2011 are subject to a full performance review and, therefore, shall submit a WPAF on August 31, 2012 following the **Group III** schedule. If service credit was not awarded, then new faculty appointed in Spring 2012 are subject to a modified performance review which is due on January 16, 2013 following the **Group I** schedule. ◀◀

Personnel Action: New Probationary Faculty Retention

Department Personnel Committee receives file	W	January 16
File closes	T	January 22
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	M	January 28
College Dean or Equivalent Administrator receives file	TR	February 7
Dean or Equivalent Administrator decision due to candidate	F	February 15

**Group II. CONTINUING 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 4
File closes	F	February 8
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	M	February 18
College Dean or Equivalent Administrator receives file	TR	February 28
Dean or Equivalent Administrator evaluation due to candidate	TR	March 28

**Group III. RETENTION (REAPPOINTMENT) FOR CONTINUING PROBATIONARY FACULTY
PERFORMANCE REVIEW – Fall 2012 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 31
File closes	F	September 7
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	F	September 21
College Personnel Committee/Dean receives file	M	October 1
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	October 19
University Faculty Personnel Committee (UFPC) receives file	M	October 29
UFPC recommendation addressed to Vice President with copy to candidate	F	December 14 [†]
Vice President receives file	W	January 2
Vice President decision due to candidate	F	February 15

[†] The 10-day rebuttal period is extended to January 2nd because of campus closure. If a meeting is requested and the recommending body is unable to meet due to the semester break, candidates may request further extension of the rebuttal period by contacting the UFPC Chair.

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 CONTINUING PROBATIONARY FACULTY
PERFORMANCE REVIEW – Spring 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 spring semester schedule (WPAF)

Department Personnel Committee receives file	F	January 18
File closes	F	January 25
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	T	February 12
College Personnel Committee/Dean receives file	F	February 22
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 25
University Faculty Personnel Committee (UFPC) receives file	TR	April 4
UFPC recommendation addressed to Vice President with copy to candidate	F	April 26
Vice President receives file	M	May 6
Vice President decision due to candidate	F	May 31

**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 25
File closes	T	October 2
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	T	October 23
College Personnel Committee/Dean receives file	F	November 2
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	December 14 [§]
University Faculty Personnel Committee (UFPC) receives file	W	January 2
UFPC recommendation addressed to President with copy to candidate	T	February 19
Vice President receives file	F	March 1
Vice President recommendation addressed to President with copy to candidate	T	April 9
President receives file	F	April 19
President tenure decision to candidate President promotion decision to candidate	F	May 31

[‡] 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.

[§] The 10-day rebuttal period is extended to January 2nd because of campus closure. If a meeting is requested and the recommending body is unable to meet due to the semester break, candidates may request further extension of the rebuttal period by contacting the UFPC Chair.

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	November 1
File closes	TR	November 8
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	F	December 14**
College Personnel Committee/Dean receives file	W	January 2
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	T	February 12
University Faculty Personnel Committee (UFPC) receives file	F	February 22
UFPC recommendation addressed to President with copy to candidate	T	April 2
Vice President receives file	F	April 12
Vice President recommendation addressed to President with copy to candidate	F	May 3
President receives file	M	May 13
President promotion decision to candidate	F	June 14

** The 10-day rebuttal period is extended to January 2nd because of campus closure. If a meeting is requested and the recommending body is unable to meet due to the semester break, candidates may request further extension of the rebuttal period by contacting the UFPC Chair.

Group VII. TEMPORARY FACULTY RANGE ELEVATION

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

Department Personnel Committee (IUPC) receives file	F	January 18
File closes	F	January 25
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	F	February 15
College Personnel Committee/Dean receives file	M	February 25
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 25
University Faculty Personnel Committee (UFPC) receives file	TR	April 4
UFPC recommendation addressed to Vice President with copy to candidate	T	April 30
Vice President receives file	F	May 10
Vice President decision due to candidate	F	May 31

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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