

ADMINISTRATIVE MEMORANDUM
VPAA 06 #07

February 27, 2007

SUBJECT: 2007/08 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 2007/2008 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 2007/2008 review cycle; rather, this group of probationary faculty will undergo a periodic evaluation which is due to the initiating unit personnel committee on February 29, 2008. 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 September 4, 2007.

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 4, 2008. The deadline for periodic evaluation of temporary faculty is established at the department level, but should be completed no later than April 18, 2008. 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.

SUMMARY OF PERSONNEL ACTIONS AND DUE DATES

- **New faculty** appointed Fall 2007 complete a modified performance review that is submitted to the Initiating Unit Personnel Committee on January 15, 2008. The Modified Performance Review includes submission of a reviewed Professional Development Plan, evaluations of teaching performance (including student evaluations received during service credit years), an Initiating Unit Performance review, and a reappointment decision by the College/Library Dean or Director of Health and Counseling Services. Please see section IV.G.1-3 of Appendix J for further information on the Modified Performance Review. The complete Modified Performance Review schedule below.
- **Continuing probationary faculty** in the first year of a two-year reappointment shall complete a periodic evaluation during 2007-2008 due on February 29. The complete periodic evaluation schedule is below.
- **Continuing probationary faculty** seeking retention without tenure shall submit their files on either September 4, 2007 or January 15, 2008 depending upon advice in the previous year's reappointment letter. The complete schedules are on page 2.
- **Continuing probationary faculty** seeking retention with tenure/promotion (including early tenure) shall submit their files on September 17, 2007. The complete schedule is on page 3.
- **Tenured faculty seeking promotion** shall submit their WPAF on October 15, 2007. The complete schedule is on page 3.
- **Temporary faculty** seeking range elevation shall submit their file on January 15, 2008. The complete range elevation schedule is on page 3.

The review of a **Professional Development Plan** (PDP) is not a personnel action. Therefore, it does not appear on this schedule. However, PDP's 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 14, 2007.

Continuing probationary faculty should refer to their 2006-2007 reappointment letter to determine whether they should undergo either a periodic evaluation (short review) or a performance review (WPAF) in 2007-2008. Please contact Academic Personnel Services, extension 5086, if you have any questions regarding the 2007-2008 Personnel Action Dates.

Please refer to the **Humboldt State University Faculty Handbook, Appendix J**, to review the criteria, policies, and procedures for Retention, Tenure, and Promotion of probationary/tenured faculty; or **Appendix K** for the criteria and processes by which temporary faculty may apply for elevation in range.

PERIODIC EVALUATION
Continuing Faculty with a two-year reappointment

Personnel Action: Periodic Evaluation of Continuing Faculty with a two-year reappointment

| | | |
|-------------------------------------------------------------------------------------------------------------|---|-------------|
| File to Initiating Unit Personnel Committee (IUPC) | F | February 29 |
| File closes | F | March 14 |
| IUPC evaluation to Dean – due to candidate Department Chair evaluation to Dean - due to candidate | F | April 4 |
| File forwarded to College Dean or Equivalent Administrator Department Chair evaluation forwarded to Dean | F | April 11 |
| Dean or Equivalent Administrator evaluation due to candidate | F | May 9 |

MODIFIED PERFORMANCE REVIEW
New Probationary Faculty appointed Fall 2007

New faculty appointed in January 2007 with service credit for Fall 2006 are subject to a full performance review and, therefore, shall submit a WPAF on September 4, 2007. If service credit was not awarded, then new faculty hired in January 2007 are subject to a modified performance review which is due on January 15, 2008.

Personnel Action: New Probationary Faculty Retention

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|-----------------------------------------------------------------------------------------------------------------|---|-------------|
| File to Initiating Unit Personnel Committee (IUPC) | T | January 15 |
| File closes | T | January 22 |
| IUPC recommendation to Dean – due to candidate Department Chair recommendation to Dean – due to candidate | M | January 28 |
| File forwarded to College Dean or Equivalent Administrator Department Chair recommendation forwarded to Dean | M | February 4 |
| Dean or Equivalent Administrator decision due to candidate | F | February 15 |

PERFORMANCE REVIEW SCHEDULE (WPAF)**Fall Semester Retention Decision Schedule**

▶▶ Refer to reappointment letter to determine if you are on fall or spring retention schedule ◀◀

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

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|
| File due to Initiating Unit Personnel Committee (IUPC) | T | September 4 |
| File closes | T | September 11 |
| IUPC recommendation to college personnel committee - due to candidate Department chair recommendation to Dean – due to candidate | T | September 18 |
| File forwarded to college personnel committee Department chair recommendation forwarded to Dean | T | September 25 |
| College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate | M | October 15 |
| File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President | M | October 22 |
| UFPC recommendation to Vice President – due to candidate (By request to UFPC, candidate may delay submission of rebuttal statement or response until January 2, 2008) | T | December 11 |
| File and UFPC recommendation forwarded to Vice President | T | December 18 |
| Vice President decision due to candidate | F | January 25 |

PERFORMANCE REVIEW SCHEDULE (WPAF)**Spring Semester Retention Decision Schedule**

▶▶ Refer to reappointment letter to determine if you are on fall or spring retention schedule ◀◀

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

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|-------------------------------------------------------------------------------------------------------------------------------------|---|-------------|
| File to Initiating Unit Personnel Committee (IUPC) | T | January 15 |
| File closes | T | January 22 |
| IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate | F | February 8 |
| File forwarded to college personnel committee Department Chair recommendation forwarded to Dean | F | February 15 |
| College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate | M | March 17 |
| File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President | M | March 24 |
| UFPC recommendation to Vice President – due to candidate | F | April 18 |
| File and UFPC recommendation forwarded to Vice President | F | April 25 |
| Vice President decision due to candidate | W | May 14 |

**PERFORMANCE REVIEW SCHEDULE (WPAF)
Retention with Tenure/Promotion – includes Early Tenure**

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure

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|-------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| File due to Initiating Unit Personnel Committee (IUPC) | M | September 17 |
| File closes | M | September 24 |
| IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate | M | October 15 |
| File forwarded to college personnel committee Department chair recommendation forwarded to Dean | M | October 22 |
| College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate | F | November 30 |
| File to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President | F | December 7 |
| UFPC recommendation to President – due to candidate | M | February 11 |
| UFPC recommendation forwarded to President; File forwarded to Vice President | M | February 18 |
| Vice President recommendation to President - due to candidate | TR | March 27 |
| File and Vice President recommendation forwarded to President | TR | April 3 |
| President tenure decision to candidate President promotion decision to candidate | F | May 30 |

**PERFORMANCE REVIEW SCHEDULE (WPAF)
Promotion of Tenured Faculty**

Personnel Action: Promotion of Tenured Faculty

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|-------------------------------------------------------------------------------------------------------------------------------------|----|-------------|
| File to Initiating Unit Personnel Committee (IUPC) | M | October 15 |
| File closes | M | October 22 |
| IUPC recommendation to college personnel committee – due to candidate Department Chair recommendation to Dean – due to candidate | F | November 16 |
| File forwarded to college personnel committee Department Chair recommendation forwarded to Dean | F | November 30 |
| College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate | M | February 4 |
| File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President | M | February 11 |
| UFPC recommendation to President – due to candidate | TR | March 27 |
| UFPC recommendation forwarded to President; File forwarded to Vice President | TR | April 3 |
| Vice President recommendation to President – due to candidate | TR | April 24 |
| File and Vice President recommendation forwarded to President | TR | May 1 |
| President promotion decision to candidate | F | June 13 |

TEMPORARY FACULTY RANGE ELEVATION

Personnel Action: Temporary Faculty Range Elevation

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| File to Initiating Unit Personnel Committee (IUPC) | T | January 15 |
| File closes | T | January 22 |
| IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate | F | February 8 |
| File forwarded to college personnel committee Department Chair recommendation forwarded to Dean | F | February 15 |
| College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate | M | March 17 |
| File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President | M | March 24 |
| UFPC recommendation to Vice President – due to candidate | F | April 18 |
| File and UFPC recommendation forwarded to Vice President | F | April 25 |
| Vice President decision due to candidate | W | May 21 |