

**ADMINISTRATIVE MEMORANDUM  
VPAA 07-01**

**April 14, 2008**

**2008/09 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 2008/2009 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.

Please note that new probationary faculty appointed Fall 2008 will submit a modified performance review file that is due to the Department Personnel Committee on January 14, 2009. Continuing probationary faculty who will be in the first year of a two-year reappointment will undergo a periodic evaluation; it is due to the Department Personnel Committee on February 9, 2009. All other continuing probationary faculty will undergo a full performance review and shall submit a Working Personnel Action File (WPAF) according to the attached schedule, with the first group due to the Department Personnel Committee on September 2, 2008.

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 3, 2009. The deadline for periodic evaluation of temporary faculty is established at the department level, but should be completed no later than April 17, 2009. The periodic evaluation schedule for coaching faculty is as established in Appendix M.

The summary of faculty personnel actions for AY 2008/09 and the complete schedule is attached to this memorandum. It will also be posted on the Office of Academic Affairs (~oaa) web site and the Academic Personnel Services web site (~aps).

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.

Sincerely,



**Robert A. Snyder  
Interim Provost and Vice President for Academic Affairs**

## SUMMARY OF FACULTY PERSONNEL ACTIONS AND DUE DATES

- **New faculty** appointed Fall 2008 complete a modified performance review that is submitted to the Department Personnel Committee on January 14, 2009. The Modified Performance Review includes submission of a reviewed Professional Development Plan (PDP), evaluations of teaching performance (including student evaluations received during service credit years), a Department Personnel Committee 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 is on page 2.
- **Continuing probationary faculty** in the first year of a two-year reappointment shall complete a periodic evaluation during 2008-2009 due on February 9. The complete periodic evaluation schedule is below.
- **Continuing probationary faculty** seeking retention without tenure (reappointment) shall submit their files on either September 2, 2008 or January 14, 2009 as specified in the previous year's retention/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 29, 2008. The complete schedule is on page 3.
- **Tenured faculty seeking promotion** shall submit their WPAF on November 3, 2008. The complete schedule is on page 3.
- **Temporary faculty** seeking range elevation shall submit their file on January 14, 2009. The complete range elevation schedule is on page 3.

The review of a **Professional Development Plan** (PDP) is not a personnel action and thus does not appear on this schedule. However, PDP's are an important component of the Modified Performance Review and Periodic Evaluation procedures. Therefore, Colleges should ensure that the PDP process is completed by **December 12, 2008** for **New Probationary Faculty appointed Fall 2008** since this group's files are due to the Department on **January 14, 2009**. The PDP process for **Continuing Probationary Faculty** should be completed no later than **January 30, 2009**.

**Continuing probationary faculty** should refer to their 2007-2008 retention/reappointment letter to determine whether they should undergo either a periodic evaluation (short review) or a performance review (WPAF) in 2008-2009. Please contact Academic Personnel Services, extension 5086, if you have any questions regarding the 2008-2009 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; **Appendix M** for the "Personnel Policies and Procedures for Coaches." The "Periodic Evaluation of Tenured Faculty Policy" (post-tenure review) may be accessed at the Academic Personnel Services web site (~aps).

### **CONTINUING PROBATIONARY FACULTY IN THE FIRST YEAR OF A TWO-YEAR REAPPOINTMENT PERIODIC EVALUATION**

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

Department Personnel Committee receives file	M	February 9
File closes	F	February 13
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	M	February 23
College Dean or Equivalent Administrator receives file	TR	March 5
Dean or Equivalent Administrator evaluation due to candidate	M	March 30

\* **Candidates may submit a rebuttal statement or response and/or request that a meeting 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 not to respond to a recommendation, files will be immediately forwarded to the next level of review.**

**RETENTION (Reappointment) FOR NEW PROBATIONARY FACULTY APPOINTED FALL 2008  
MODIFIED PERFORMANCE REVIEW**

*New faculty appointed in January 2008 with service credit for Fall 2007 are subject to a full performance review and, therefore, shall submit a WPAF on September 2, 2008. If service credit was not awarded, then new faculty hired in January 2008 are subject to a modified performance review which is due on January 14, 2009.*

**Personnel Action: New Probationary Faculty Retention \***

Department Personnel Committee receives file	W	January 14
File closes	F	January 16
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	F	January 23
College Dean or Equivalent Administrator receives file	M	February 2
Dean or Equivalent Administrator decision due to candidate	M	February 16

**RETENTION (Reappointment) FOR CONTINUING PROBATIONARY FACULTY  
PERFORMANCE REVIEW (Fall Semester 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 (WPAF) \***

Department Personnel Committee (IUPC) receives file	T	September 2
File closes	T	September 9
Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	T	September 16
College Personnel Committee/Dean receives file	F	September 26
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	October 17
University Faculty Personnel Committee (UFPC) receives file	M	October 27
UFPC recommendation addressed to Vice President with copy to candidate	T	December 9
Vice President receives file	F	December 19
Vice President decision due to candidate	M	February 16

**RETENTION (Reappointment) FOR CONTINUING PROBATIONARY FACULTY  
PERFORMANCE REVIEW (Spring Semester 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 (WPAF) \***

Department Personnel Committee receives file	W	January 14
File closes	W	January 21
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 6
College Personnel Committee/Dean receives file	M	February 16
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 23
University Faculty Personnel Committee (UFPC) receives file	TR	April 2
UFPC recommendation addressed to Vice President with copy to candidate	F	April 24
Vice President receives file	M	May 4
Vice President decision due to candidate	M	June 1

*\* Candidates may submit a rebuttal statement or response and/or request that a meeting 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 not to respond to a recommendation, files will be immediately forwarded to the next level of review.*

**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	M	September 29
File closes	M	October 6
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 28
College Personnel Committee/Dean receives file	F	November 7
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	December 19
University Faculty Personnel Committee (UFPC) receives file	M	January 5
UFPC recommendation addressed to President with copy to candidate	F	February 20
Vice President receives file	M	March 2
Vice President recommendation addressed to President with copy to candidate	M	April 13
President receives file	TR	April 23
President tenure decision to candidate President promotion decision to candidate	M	June 1

**PROMOTION OF TENURED FACULTY  
PERFORMANCE REVIEW**

**Personnel Action: Promotion of Tenured Faculty (WPAF) \***

Department Personnel Committee (IUPC) receives file	M	November 3
File closes	M	November 10
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 19
College Personnel Committee/Dean receives file	M	January 5
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	February 13
University Faculty Personnel Committee (UFPC) receives file	M	February 23
UFPC recommendation addressed to President with copy to candidate	M	March 30
Vice President receives file	TR	April 9
Vice President recommendation addressed to President with copy to candidate	M	May 4
President receives file	TR	May 14
President promotion decision to candidate	M	June 15

**TEMPORARY FACULTY RANGE ELEVATION**

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

Department Personnel Committee (IUPC) receives file	W	January 14
File closes	W	January 21
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 6
College Personnel Committee/Dean receives file	M	February 16
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 23
University Faculty Personnel Committee (UFPC) receives file	TR	April 2
UFPC recommendation addressed to Vice President with copy to candidate	F	April 24
Vice President receives file	M	May 4
Vice President decision due to candidate	W	May 20

*\* Candidates may submit a rebuttal statement or response and/or request that a meeting 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 not to respond to a recommendation, files will be immediately forwarded to the next level of review.*