




June 1, 2022

TO: Deans
Chairs/Directors
Department Personnel Committees
Probationary and Tenured Faculty

CC: Tonantzin Oseguera, Ed.D., Vice President for Student Affairs
Kristin Stang, Ph.D., Associate Vice President for Faculty Affairs and Support

FROM: Carolyn Thomas, Ph.D. 
Provost and Vice President for Academic Affairs

SUBJECT: 2022-2023 Timetables for Evaluation of Probationary and Tenured Faculty

After consultation with the Faculty Personnel Committee, Faculty Affairs and Records recommends the attached timetables for the evaluation of probationary and tenured faculty. Their review found that these are in compliance with Articles 13.5, 13.12, 13.13, 13.18, 14.5, 14.9, 15.4, and 15.5 of the Collective Bargaining Agreement as well as University Policy Statement 210.000. Therefore, I approve them for use in the 2022-2023 Academic Year.

2022-2023 Retention, Tenure, and Promotion Timetables

All actions are to be completed by 5pm (the end of the business day) on the day listed. Evaluation and recommendation documents are to be uploaded and distributed through Interfolio. Upon distribution, the 10-calendar-day rebuttal period commences. Cases should be forwarded to the next review step once the rebuttal/meeting form is submitted (do not wait for the deadline when the candidate submits early). When the Department Chair is ineligible to participate, candidates submit to their Dean who will declare those portfolios complete. The following timetables for the evaluation of probationary and tenured faculty comply with Articles 13.5, 13.12, 13.13, 13.18, 14.5, 14.9, 15.4, and 15.5 of the Collective Bargaining Agreement as well as University Policy Statement 210.000.

Timetable 1: Full Performance Review of Second-Year Probationary Faculty

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| Interfolio packet and checklist form due to Chair | Thursday, September 15, 2022 |
| Chair declares complete and forwards case for department review | Tuesday, September 20, 2022 |
| DPC evaluation & recommendation and Chair evaluation due to candidate | Tuesday, October 11, 2022 |
| Chair recommendation due to candidate | Friday, October 21, 2022 |
| Case forwarded by Chair for Dean review | Monday, October 31, 2022 |
| Dean evaluation/recommendation due to candidate | Monday, November 21, 2022 |
| Case forwarded by Dean for FAR audit | Thursday, December 1, 2022 |
| Deadline for candidates to submit added material to FPC | Friday, December 2, 2022 |
| FPC evaluation/recommendation due to candidate (if required) | Friday, December 16, 2022 |
| Vice President's decision to candidate | Wednesday, February 15, 2023 |

Timetable 2: Full Performance Review of Probationary Year 3-6 and Tenured Faculty

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| Early Tenure/Promotion & Promotion request form due to FAR | Friday, September 2, 2022 |
| Interfolio packet and checklist form due to Chair | Monday, October 3, 2022 |
| Chair declares complete and forwards case for department review | Monday, October 10, 2022 |
| DPC evaluation & recommendation and Chair evaluation due to candidate | Monday, November 7, 2022 |
| Chair recommendation due to candidate | Friday, November 18, 2022 |
| Case forwarded by Chair for Dean review | Monday, November 28, 2022 |
| Dean evaluation/recommendation due to candidate | Friday, February 3, 2023 |
| Case forwarded by Dean for FAR audit | Monday, February 13, 2023 |
| Deadline for candidates to submit added material to FPC | Monday, April 3, 2023 |
| FPC evaluation/recommendation due to candidate (if required) | Tuesday, April 18, 2023 |
| Vice President's decision to Probationary Year 3-6 candidates | Thursday, June 1, 2023 |
| Vice President's decision to Tenured candidates | Thursday, June 15, 2023 |

Timetable 3: Abbreviated Review of Probationary Year 3 and 5 Faculty

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| Interfolio packet and checklist form due to Chair | Monday, October 3, 2022 |
| Chair declares complete and forwards case for department review | Monday, October 10, 2022 |
| Chair and DPC both produce written statement on progress to tenure and Chair forwards case for Dean review | Monday, November 7, 2022 |
| Dean produces written statement on progress to tenure and forwards case to FAR | Friday, February 3, 2023 |
| Vice President's letter and copy of written statements to candidate | Wednesday, March 15, 2023 |