

# FACULTY INFORMATION BULLETIN

California State University, Bakersfield  
Office of the Provost and Vice President for Academic Affairs

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## 2008/2009 RTP / PERIODIC REVIEW CALENDAR

RTP and periodic review calendars are published at this time to allow faculty sufficient time to prepare their files for the three review cycles -- Post-Tenure Review, Retention/Tenure/Promotion Review, and Evaluation of Temporary Faculty. Policies and procedures governing review faculty may be found in Sections 305 and 306 of the *CSUB Faculty Handbook* available on the CSUB Website at <http://www.csub.edu/academicaffairs/Handbook/handbook.htx>.

In all review cycles, faculty shall be provided a copy of any material to be placed in the Working Personnel Action File / RTP File at least five days prior to such placement.

### POST-TENURE REVIEW

**September 15, 2008**

Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than faculty member. **Files are available to all faculty being evaluated.**

*Any material to be added to a file after this time by anyone other than evaluating committees, administrators, or the faculty member involved is to be given to the appropriate Dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member requests in writing prior to that time that the information be inserted earlier.*

**September 29, 2008**

Monday, 9:00 a.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File / RTP File. **Files are declared complete** and are made **available to department committees.**

**October 7, 2008**

Tuesday, 5:00 p.m.

**Completion of evaluations by department committees.** Copies sent to faculty.

**October 17, 2008**

Friday, 5:00 p.m.

**Rebuttals Due:** Deadline for faculty to exercise option to submit written rebuttal statement or response to department review, and deadline for faculty to meet with department committee to discuss evaluation and recommendation. **Files forwarded to School Deans.**

**November 4, 2008**

Tuesday, 5:00 p.m.

**Completion of evaluations by School Deans.** Copies sent to faculty.

**November 14, 2008**

Friday, 5:00 p.m.

**Rebuttals Due:** Deadline for faculty to exercise option to submit written rebuttal statement or response to Dean's review, and deadline for faculty to meet with the Dean to discuss evaluation and recommendation.