

FACULTY INFORMATION BULLETIN

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

2009/2010 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/facultyAffairs/handbook.shtml>.

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.

I. POST-TENURE REVIEW

September 14, 2009
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 28, 2009
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 6, 2009
Tuesday, 5:00 p.m.

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

October 16, 2009
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 3, 2009
Tuesday, 5:00 p.m.

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

November 13, 2009
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.

II. FIRST-YEAR PROBATIONARY FACULTY, FULL-TIME LECTURERS, AND PART-TIME LECTURERS APPOINTED FOR THREE QUARTERS

First-year probationary faculty, **Full-Time Lecturers**, and **Part-Time Lecturers** appointed for three or more quarters are reviewed at the department and School levels during the Spring RTP Cycle. Temporary faculty with three-year contracts under Entitlement Article 12.12 shall be reviewed only in their third year, unless the faculty member requests a review in the first or second year. (*Faculty Handbook* section 306.2.b.)

January 25, 2010
Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than the 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.

February 15, 2010
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 made **available to department committees** (same committees as elected for second RTP cycle).

*Faculty are to be given a copy of the recommendation before recommendations are forwarded to a subsequent level of review. This applies to all levels of review. Faculty may submit a written rebuttal statement or response and/or request a meeting be held to discuss the evaluation and recommendation **within ten (10) days** following receipt of the evaluation and recommendation.*

Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the response or rebuttal statement shall be placed in the Working Personnel Action File / RTP File and will also be sent to all previous levels of review. This will not require that the evaluation timelines be altered.

March 12, 2010
Friday, 9:00 a.m.

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

March 22, 2010
Monday, 5:00 p.m.

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

May 18, 2010
Tuesday, 5:00 p.m.

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

May 28, 2010
Friday, 5:00 p.m.

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

III. SECOND-YEAR PROBATIONARY FACULTY AND FACULTY PREVIOUSLY TENURED AT ANOTHER INSTITUTION

Second-Year probationary faculty are reviewed for **retention** for a third probationary year during this cycle and **may request to be considered for early tenure and/or promotion** as part of their second-year review. (*Faculty Handbook* section 305.1.5)

September 10, 2009
Thursday, 5:00 p.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than faculty members. **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 18, 2009
Friday, 5:00 p.m.

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

*Faculty are to be given a copy of the recommendation before recommendations are forwarded to a subsequent level of review. This applies to all levels of review. Faculty may submit a written rebuttal statement or response and/or request a meeting be held to discuss the evaluation and recommendation **within ten (10) days** following receipt of the evaluation and recommendation.*

Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the response or rebuttal statement shall be placed in the Working Personnel Action File / RTP File and will also be sent to all previous levels of review. This will not require that the evaluation timelines be altered.

October 2, 2009
Friday, 5:00 p.m.

Completion of evaluations by department committees and chairs. Copies sent to faculty.

October 12, 2009
Monday, 5:00 p.m.

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

November 2, 2009
Monday, 5:00 p.m.

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

November 12, 2009
Thursday, 5:00 p.m.

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

December 18, 2009
Friday, 5:00 p.m.

Completion of evaluations by the University Review Committee. Copies sent to faculty.

III. *Second-Year Probationary Faculty (Continued)*

January 4, 2010
Monday, 5:00 p.m.

Rebuttals Due: Deadline for faculty to exercise the option to submit written rebuttal statement or response to the University Review Committee review and deadline for faculty to meet with the URC to discuss the evaluation and recommendation (*send rebuttals to the URC c/o René Novins, URC staff support, ext. 3451*). **Files forwarded to the Provost.**

January 26, 2010
Tuesday, 5:00 p.m.

Completion of evaluations by the Provost and Vice President for Academic Affairs.
Copies sent to faculty.

February 5, 2010
Friday, 5:00 p.m.

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

February 15, 2010
Monday, 5:00 p.m.

President's Decision. Letters due to second-year faculty notifying them of (1) reappointment to a third probationary year, (2) the award of tenure and/or promotion, or (3) termination at the end of the second year.

IV. THREE THROUGH SIX-YEAR PROBATIONARY FACULTY AND/OR FACULTY BEING REVIEWED FOR TENURE, PROMOTION, OR TENURE AND PROMOTION

This schedule pertains to all faculty being reviewed for **tenure, promotion, or tenure and promotion** and all faculty who are in their **third year or beyond** who are being reviewed for **retention**. (All second-year probationary faculty see Section III).

November 2, 2009
Monday, 5:00 p.m.

Deadline for tenured faculty to provide written notification to the Provost and Vice President for Academic Affairs of intention to undergo review for promotion.

Deadline for 4th year TT faculty not required to undergo review to submit Faculty Request for Optional Fourth Year Review form to the Provost and Vice President for Academic Affairs.

January 4, 2010
Monday, 5:00 p.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.

January 7, 2010
Thursday, 5:00 p.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** and department chairs.

*Faculty are to be given a copy of the recommendation before recommendations are forwarded to a subsequent level of review. This applies to all levels of review. Faculty may submit a written rebuttal statement or response and/or request a meeting be held to discuss the evaluation and recommendation **within ten (10) days** following receipt of the evaluation and recommendation.*

Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the response or rebuttal statement shall be placed in the Working Personnel Action File / RTP File and will also be sent to all previous levels of review. This will not require that the evaluation timelines be altered.

January 14, 2010
Thursday, 5:00 p.m.

Deadline for department chairs to provide written notification to the Provost and Vice President for Academic Affairs of all files received, type of review requested, and composition of Unit Committees.

January 22, 2010
Friday, 5:00 p.m.

Completion of evaluations by department. Copies sent to faculty.

February 1, 2010
Monday, 5:00 p.m.

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

IV. Probationary Faculty in Years Three through Six and/or Faculty Being Reviewed for Tenure, Promotion, or Tenure and Promotion (Continued)

- February 19, 2010**
Friday, 5:00 p.m. **Completion of evaluations by School Deans.** Copies sent to faculty.
- March 1, 2010**
Monday, 5:00 p.m. **Rebuttals Due:** Deadline for faculty to exercise the option to submit written rebuttal statement or response to the Dean's review and deadline for faculty to meet with the Dean to discuss the evaluation and recommendation. **Files forwarded to the University Review Committee.**
- April 2, 2010**
Friday, 5:00 p.m. **Completion of evaluations by the University Review Committee.** Copies sent to faculty.
- April 12, 2010**
Monday, 5:00 p.m. **Rebuttals Due:** Deadline for faculty to exercise the option to submit written rebuttal statement to the University Review Committee's review and deadline for faculty to meet with the URC to discuss the evaluation and recommendation (*send rebuttals to the URC c/o René Novins, URC staff support, ext. 3451*). **Files forwarded to the Provost.**
- May 10, 2010**
Monday, 5:00 p.m. **Completion of evaluations by the Provost and Vice President for Academic Affairs.** Copies sent to faculty.
- May 20, 2010**
Thursday, 5:00 p.m. **Rebuttals Due:** Deadline for faculty to exercise the option to submit written rebuttal statement to the Provost's review and deadline for faculty to meet with the Provost to discuss the evaluation and recommendation. **Files forwarded to the President.**
- May 21, 2010**
Friday, 5:00 p.m. **Withdrawal from Promotion Process:** Deadline for candidates for promotion to withdraw without prejudice from consideration for promotion by submitting written notification to the Provost and Vice President for Academic Affairs. (*Faculty Handbook* section 305.3.5)
- June 1, 2010**
Tuesday **President's Decision.** Deadline for letters to faculty members notifying them of
1) reappointment with tenure, 2) reappointment for an additional probationary year, or
3) reappointment to a terminal year. (*Faculty Handbook* section 305.1.6)
- June 15, 2010**
Tuesday **Promotion decision deadline.** Deadline for letters to faculty members notifying them of the President's decision regarding promotion. (*Faculty Handbook* section 305.3.7)