

FACULTY INFORMATION BULLETIN

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

2023 / 2024 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 University Handbook* available on the CSUB Website at <https://www.csub.edu/senate/university-handbook>.

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.

II. 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. (*University Handbook* section 305.1.5)

August 21, 2023
Monday, 5:00 p.m.

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

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.

August 25, 2023
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.

August 25, 2023
Friday, 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.

September 22, 2023 Friday, 5:00 p.m.	Completion of evaluations by department committees and chairs. Copies sent to faculty. Please ensure evaluation pages are numbered.
October 02, 2023 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.
October 23, 2023 Monday, 5:00 p.m.	Completion of evaluations by School Deans. Copies sent to faculty. Please ensure evaluation pages are numbered.
November 02, 2023 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 01, 2023 Friday, 5:00 p.m.	Completion of evaluations by the University Review Committee. Copies sent to faculty. Please ensure evaluation pages are numbered.
December 11, 2023 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 (<i>send rebuttals to the URC c/o Dee Rengiil, URC staff support, ext. 3403</i>). Files forwarded to the Provost.
January 22, 2024 Monday, 5:00 p.m.	Completion of evaluations by the Provost and Vice President for Academic Affairs. Copies sent to faculty. Please ensure evaluation pages are numbered.
February 01, 2024 Thursday, 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, 2024 Thursday, 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.