FACULTY INFORMATION BULLETIN

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

2021 / 2022 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 http://www.csub.edu/facultyAffairs/files/handbook/UniversityHandbook.pdf.

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. FIRST-YEAR PROBATIONARY FACULTY, FULL-TIME LECTURERS, AND PART-TIME LECTURERS APPOINTED FOR TWO SEMESTERS

First-year probationary faculty, **Full-Time Lecturers**, and **Part-Time Lecturers** appointed for two or more semesters 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. (*University Handbook* section 306.2.b.)

January 21, 2022
Friday, 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.

January 28, 2022
Friday, 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.

February 25, 2022
Friday, 9:00 a.m.

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

March 07, 2022 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 02, 2022 Monday, 5:00 p.m.	**Completion of evaluations by School Deans**. Copies sent to faculty.
May 12, 2022 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.