FACULTY INFORMATION BULLETIN

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

2022 / 2023 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.

III. THREE THROUGH SIX-YEAR PROBATIONARY FACULTY BEING REVIEWED FOR RETENTION, TENURE, AND/OR PROMOTION AND TENURED FACULTY BEING REVIEWED FOR 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 II).

September 21, 2022
Wednesday, 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.

October 03, 2022
Monday, 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.

October 03, 2022
Monday, 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.

October 28, 2022 Friday, 5:00 p.m.	**Completion of evaluations by department**. Copies sent to faculty. Please ensure evaluation pages are numbered.
November 8, 2022 Tuesday, 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**.
December 02, 2022 Friday, 5:00 p.m.	**Completion of evaluations by School Deans**. Copies sent to faculty. Please ensure evaluation pages are numbered.
December 12, 2022 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 kept until January to forward to the URC**.
January 19, 2023 Thursday, 5:00 p.m.	**Files forwarded to the University Review Committee**.
February 17, 2023 Friday, 5:00 p.m.	**Completion of evaluations by the University Review Committee**. Copies sent to faculty. Please ensure evaluation pages are numbered.
February 27, 2023 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 Dee Rengiil, URC staff support, ext. 3403).* **Files forwarded to the Provost**.
April 07, 2023 Friday, 5:00 p.m.	**Completion of evaluations by the Provost** and Vice President for Academic Affairs. Copies sent to faculty. Please ensure that evaluation pages are numbered.
April 17, 2023 Monday, 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**.
April 17, 2023 Monday, 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 01, 2023 Thursday, 5:00 p.m.	**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, 2023 Thursday, 5:00 p.m.	**Promotion decision deadline**. Deadline for letters to faculty members notifying them of the President's decision regarding promotion. (*Faculty Handbook* section 305.3.7)