



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### MEMORANDUM

**DATE:** May 23, 2013  
**TO:** The General Faculty  
**FROM:** 2013-2014 University Retention, Promotion and Tenure Committee  
**SUBJECT:** RPT Calendar for Fall, 2013

#### RETENTION REVIEW OF PROBATIONARY FACULTY SERVING IN THEIR SECOND YEAR OF PROBATION

Friday,	Aug.	30, 2013	Identification of departmental RPTC members. Dept. RPTC Chair to URPTC
Friday,	Sept.	6, 2013	Final Date for Submission of elaborations (MANDATORY), Dept. to URPTC
Friday,	Sept.	6, 2013	Initiation of review by Dept. RPTC Chair
Monday,	Sept.	6 - 20, 2013	Student input to Dept. RPTC
Friday,	Sept.	13, 2013	Candidate Working Personnel Action File (WPAF) to Dept. RPTC
Monday,	Sept.	23, 2013	Student input available for candidate review Sept. 24 <sup>th</sup> through Sept. 28 <sup>th</sup>
Monday,	Sept.	30, 2013	RPT File Complete <sup>1</sup>
Friday,	Oct.	4, 2013	Tentative Recommendation(s) from Dept. RPTC (and Dept Chair) <sup>2</sup> to candidate <sup>3</sup>
Monday,	Oct.	14, 2013	Recommendations from Dept RPTC (and Chair) to College Dean/Director
Friday,	Nov.	1, 2013	Tentative Recommendation from College Dean/Director to Candidate
Tuesday,	Nov.	15, 2013	Recommendations from College Dean/Director to Provost
Monday,	Dec.	2, 2013	Tentative Recommendations from Provost/URPTC <sup>4</sup> to candidate
Thursday,	Dec.	12, 2013	Recommendations from Provost/URPTC to President
Thursday,	Jan.	23, 2014	Tentative decision from President to Candidate
Monday,	Feb.	3, 2014	Decision from President to Candidate

All correspondence should be directed to URPTC c/o Wendy Miller (MSR 343) or via e-mail at [WDMiller@csustan.edu](mailto:WDMiller@csustan.edu).

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<sup>1</sup> Contract Language (Article 15.12b): "A specific deadline before the recommendation is made at the first level of evaluation shall be established by campus policy at which time the Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation..."

<sup>2</sup> Contract Language (Article 15.21): If the Department Chair is not elected to the Departmental Committee..."Department chairs may make separate recommendations. Such recommendations shall be forwarded to subsequent levels of review..."

<sup>3</sup> Contract Language (Article 15.5): "The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall...also be sent to all previous levels of review..." "The term 'day' ... refers to a calendar day."(Article 2.11).

<sup>4</sup> A Full Review will be conducted when there is a negative review for retention at any level.