



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### MEMORANDUM

**DATE:** May 24, 2011  
**TO:** The General Faculty  
**FROM:** 2011-2012 University Retention, Promotion and Tenure Committee  
**SUBJECT:** RPT Calendar for Spring, 2012

**RETENTION REVIEW OF PROBATIONARY FACULTY SERVING MORE THAN TWO (2) YEARS OF PROBATION;  
TENURE AND PROMOTION REVIEW**

Thursday,	Oct..	13, 2011	Initiation of review by Dept. RPTC Chair
Thursday,	Oct.	27, 2011	Candidate must declare in writing to Dept. and URPTC intention to apply for Promotion
Thursday,	Oct. 27 - Nov. 23, 2011		Student input to Dept. RPTC
Tuesday,	Jan.	24, 2012	Candidate WPAF to Dept. RPTC
Tuesday,	Jan.	24, 2012	Student input available for candidate review Jan. 24 <sup>th</sup> through Jan. 26 <sup>th</sup>
Friday,	Jan.	27, 2012	RPT File Complete <sup>1</sup>
Friday,	Feb.	10, 2012	Tentative Recommendation(s) from Dept. RPTC (and Dept Chair) <sup>2</sup> to candidate <sup>3</sup>
Monday,	Feb.	20, 2012	Recommendations from Dept. RPTC (and Chair) to College Dean/Director
Tuesday,	Mar.	6, 2012	Tentative Recommendation from College Dean/Director to Candidate
Friday,	Mar.	16, 2012	Recommendations from College Dean/Director to Provost/URPTC <sup>4</sup>
Wednesday,	Apr.	18, 2012	Tentative Recommendations from Provost/URPTC <sup>5</sup> to candidate
Monday,	Apr.	30, 2012	Recommendations from Provost/URPTC to President
Monday,	May	14, 2012	Tentative decision from President to Candidate
Friday,	May	25, 2012	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).

<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> Files are to be forwarded to Wendy Miller (MSR 343) and will be available simultaneously to the Vice President and the University Committee.

<sup>5</sup> A Full Review will be conducted when there is a negative review for retention at any level.