

To:	The General Faculty
From:	University Retention, Promotion and Tenure Committee
Date:	July 1, 2022
RE:	RPT Calendar for Fall 2022

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

Friday, Sep. 2, 2022	Candidate must notify of their intent to submit file to Dept., URPTC, & Nancy Moghadas/Marie Hirschhorn in FA
Thursday, Sep. 8, 2022	Identification of departmental RPTC members; send names of members and chair to URPTC & Nancy Moghadas/Marie Hirschhorn in FA
Friday, Sep. 9, 2022	Initiation of review by Dept. RPTC Chair
Friday, Sep. 9 – Friday, Sep. 23, 2022	Student input to Dept. RPTC
Monday, Sep. 26, 2022	Candidate Working Personnel Action File (WPAF) to Dept. RPTC
Monday, Sep. 26 – Friday, Sep. 30, 2022	Student input available for candidate review
Wednesday, Oct. 5, 2022	WPAF File Complete ^{1,2}
Friday, Oct. 14, 2022	Tentative recommendation(s) from DRPTC (and Dept. Chair) ³ to candidate ⁴
Monday, Oct. 24, 2022	Final recommendation(s) from Dept. RPTC (and Dept Chair) to College Dean
Monday, Nov. 7, 2022	Tentative recommendation from College Dean to Candidate
Thursday, Nov. 17, 2022	Final recommendation from College Dean to Provost/URPTC
Friday, Dec. 9, 2022	Tentative recommendation from Provost/URPTC to Candidate
Monday, Dec. 19, 2022	Final recommendation from Provost/URPTC
Tuesday, Jan. 24, 2023	Tentative decision from President to Candidate (when required)
Friday, Feb. 3, 2023	Final decision from President to Candidate (when required)

All files and letters are due by the end of business day

Final Date for Submission of elaborations (MANDATORY). Dept. to URPTC is Friday, April 17, 2023

¹ 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...”

² Sources of Information for review purposes shall also include students and any other appropriate source (EDC Title 5, Section 42701). Each of these sources shall have the right to submit written, signed comments to the committee for inclusion in the candidate’s file. Only input in written form and signed by the source of the input is admissible.

³ 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...”

⁴ 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).

All correspondence should be directed to URPTC Co-Chairs Steven Filling and Matthew Cover c/o Terry D. Jones (MSR 343) or via e-mail at tdjones@csustan.edu