Stanislaus State

MEMORANDUM

To:	The General Faculty
From:	University Retention, Promotion and Tenure Committee
Date:	May 25, 2016
RE:	RPT Calendar for Fall 2016

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

Friday,	Aug.	26, 2016	Identification of departmental RPTC members. Dept. RPTC Chair to URPTC
Friday,	Sept.	2, 2016	Initiation of review by Dept. RPTC Chair
Tuesday,	Sept.	6 - 16, 2016	Student input to Dept. RPTC
Friday,	Sept.	9, 2016	Candidate Working Personnel Action File (WPAF) to Dept. RPTC
Monday,	Sept.	19, 2016	Student input available for candidate review Sept. 19st thru Sept. 23rd
Monday,	Sept.	26, 2016	WPAF File Complete [1]
Friday,	Sept.	30, 2016	Tentative Recommendation(s) from Dept. RPTC (and Dept Chair) [2] to candidate [3]
Monday,	Oct.	10, 2016	Recommendations from Dept RPTC (and Chair) to College Dean/Director
Friday,	Oct.	28, 2016	Tentative Recommendation from College Dean/Director to Candidate
Thursday,	Nov.	10, 2016	Recommendations from College Dean/Director to Provost
Monday,	Nov.	28, 2016	Tentative Recommendations from Provost/URPTC [4] to candidate
Thursday,	Dec.	8, 2016	Recommendations from Provost/URPTC to President
Tuesday,	Jan.	24, 2017	Tentative decision from President to Candidate
Friday,	Feb.	3, 2017	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***.

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[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] 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..."

[3] 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).

[4] A Full Review will be conducted when there is a negative review for retention at any level.