

**ADMINISTRATIVE MEMORANDUM
VPAA 24-01**

January 26, 2024

2024/2025 Faculty Personnel Action Dates

To All Faculty, Staff, and Administrators:

In accordance with Sections 13.5, 14.5 and 15.4 of the Collective Bargaining Agreement, and upon the recommendation of the University Faculty Personnel Committee, I hereby approve the attached 2024/2025 dates for submission of periodic evaluations and performance reviews to the Department Personnel Committee, the College Personnel Committee, and the University Faculty Personnel Committee, as appropriate.

The complete schedule of faculty personnel actions for AY 2024/2025 is attached to this memorandum. It will also be posted on the Office of Academic Affairs (<http://www.humboldt.edu/aavp/administrative-memoranda>) web site and the Academic Personnel Services (APS) web site (<https://hraps.humboldt.edu/aps-calendars>). The evaluation review process is scheduled on the basis of unalterable notification deadlines established by the CSU-CFA Collective Bargaining Agreement. The deadlines are intended to allow sufficient time for careful review at each level and they cannot be extended.

The **Summary of Faculty Personnel Actions and Due Dates** available on the APS website (<https://hraps.humboldt.edu/faculty-evaluations>) provides further information about the RTP process and timelines.

Please refer to **Appendix J** of the *Humboldt Faculty Handbook* to review the criteria, policies and procedures for Retention, Tenure, and Promotion of probationary/tenured faculty; **Appendix K** for the criteria and processes by which temporary faculty may apply for elevation in range; or **Appendix M** for the "Personnel Policies and Procedures for Coaches." The "Periodic Evaluation of Tenured Faculty" (post-tenure review) policy may be accessed on the Academic Personnel Services web site (<https://hraps.humboldt.edu/evaluation-tenure-line-faculty>).

New this year: Professional Development Plan review and approval dates are now included in this calendar.

The periodic evaluation schedule for coaching faculty is as established in Appendix M of the [Faculty Handbook](#).

Questions regarding the personnel action dates or the evaluation process may be directed to Academic Personnel Services, x5086 or by email at aps@humboldt.edu.

Sincerely,



Jenn Capps, Ph.D.

Provost & Vice President for Academic Affairs

2024/25 PERSONNEL ACTION DATE (PAD) CALENDAR**Group I. RETENTION (REAPPOINTMENT) FOR NEW PROBATIONARY FACULTY APPOINTED FALL 2024
MODIFIED PERFORMANCE REVIEW**

►► New faculty appointed in Spring 2024 with service credit for Fall 2023 are subject to a full performance review and, therefore, shall submit a WPAF on August 22, 2024 following the **Group III** schedule. If service credit was not awarded, then new faculty appointed in Spring 2024 are subject to a modified performance review which is due on January 15, 2025 following the **Group I** schedule. ◀◀

Personnel Action: New Probationary Faculty Retention

Department Personnel Committee receives file	W	January 15
File closes	W	January 22
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	W	January 29
College Dean or Equivalent Administrator receives file	TR	February 6
Dean or Equivalent Administrator decision due to candidate	TR	February 13

**Group II. PROBATIONARY FACULTY IN THE FIRST YEAR OF A TWO-YEAR REAPPOINTMENT
PERIODIC EVALUATION**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review (WPAF). Only faculty in the first year of a two-year reappointment complete a Periodic Evaluation following the **Group II** schedule. ◀◀

Personnel Action: Periodic Evaluation of Continuing Faculty in the first year of a two-year reappointment

Department Personnel Committee receives file	TR	January 30
File closes	TR	February 6
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	M	February 17
College Dean or Equivalent Administrator receives file	TR	February 27
Dean or Equivalent Administrator evaluation due to candidate	M	March 24

**Group III. RETENTION (REAPPOINTMENT) FOR PROBATIONARY FACULTY
PERFORMANCE REVIEW – Fall 2024 Semester Schedule**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review (WPAF). For those undergoing a performance review, your letter will also state whether you are **required** to follow the Fall (**Group III**) or Spring (**Group IV**) retention schedule. ◀◀

Personnel Action: Retention -- Continuing probationary faculty on fall semester schedule (WPAF)

Department Personnel Committee (IUPC) receives file	TR	August 22
File closes	TR	August 29
Dept. Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	TR	September 12
College Personnel Committee/Dean receives file	M	September 23
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	TR	October 17
University Faculty Personnel Committee (UFPC) receives file	M	October 28
UFPC recommendation addressed to Vice President with copy to candidate	W	December 18 [†]
Vice President receives file	TR	January 9
Vice President decision due to candidate	TR	February 13

[†] The 10-day rebuttal period is extended to January 9th because of campus closure. If a meeting is requested and the recommending body is unable to meet due to the semester break, candidates may request further extension of the rebuttal period by contacting the UFPC Chair.

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.*

** The term "day" refers to calendar days. The 10-day response period is computed by excluding the first day and including the last day, unless the last day is a holiday or other day the campus is not regularly open for business (CBA 2.11).*

**Group IV. RETENTION (REAPPOINTMENT) FOR PROBATIONARY FACULTY
PERFORMANCE REVIEW – Spring 2025 Semester Schedule**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review (WPAF). For those undergoing a performance review, your letter will also state whether you are **required** to follow the Fall (**Group III**) or Spring (**Group IV**) retention schedule. ◀◀

Personnel Action: Retention -- Continuing probationary faculty on spring semester schedule (WPAF)

Department Personnel Committee receives file	TR	January 16
File closes	TR	January 23
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	T	February 11
College Personnel Committee/Dean receives file	TR	February 20
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 24
University Faculty Personnel Committee (UFPC) receives file	TR	April 3
UFPC recommendation addressed to Vice President with copy to candidate	TR	May 1
Vice President receives file	TR	May 8
Vice President decision due to candidate	M	June 2

**Group V. RETENTION WITH TENURE/PROMOTION – INCLUDES EARLY TENURE
PERFORMANCE REVIEW**

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure (WPAF)‡

Department Personnel Committee (IUPC) receives file	T	September 24
File closes	T	October 1
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	T	October 15
College Personnel Committee/Dean receives file	F	October 18
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	December 2
University Faculty Personnel Committee (UFPC) receives file	TR	December 12
UFPC recommendation addressed to President with copy to candidate	TR	February 20
Vice President receives file	M	March 10
Vice President recommendation addressed to President with copy to candidate	TR	April 10
President receives file	M	April 21
President tenure decision to candidate President promotion decision to candidate	M	June 2

‡ Faculty seeking an early tenure decision will be considered concurrently for retention; therefore only one file should be submitted following the **Group V Retention with Tenure/Promotion – Includes Early Tenure** schedule.

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.*

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**Group VI. PROMOTION OF TENURED FACULTY
PERFORMANCE REVIEW**

Personnel Action: Promotion of Tenured Faculty (WPAF)

Department Personnel Committee (IUPC) receives file	TR	October 31
File closes	TR	November 7
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate	TR	December 19
Department Chair recommendation addressed to Dean with copy to candidate (optional)		
College Personnel Committee/Dean receives file	TR	January 9 [†]
College Personnel Committee recommendation addressed to UFPC with copy to candidate	W	February 12
Dean recommendation addressed to Vice President with copy to candidate		
University Faculty Personnel Committee (UFPC) receives file	M	February 24
UFPC recommendation addressed to President with copy to candidate	TR	April 3
Vice President receives file	M	April 14
Vice President recommendation addressed to President with copy to candidate	W	May 7
President receives file	TR	May 15
President promotion decision to candidate	M	June 16

[†] The 10-day rebuttal period is extended to January 3rd because of campus closure. If a meeting is requested and the recommending body is unable to meet due to the semester break, candidates may request further extension of the rebuttal period by contacting the UFPC Chair.

Group VII. TEMPORARY FACULTY RANGE ELEVATION

Personnel Action: Temporary Faculty Range Elevation (Range Elevation Portfolio)

Department Personnel Committee (IUPC) receives file	TR	February 6
File closes	TR	February 13
Department Personnel Committee recommendation addressed to College Dean with copy to candidate	TR	March 6
Department Chair recommendation addressed to Dean with copy to candidate (optional)		
Dean receives file	TR	March 13
Dean decision due to candidate	TR	April 24

POST TENURE REVIEW

Post Tenure Review File due from faculty member to Department PTR Committee	TR	February 20
Post Tenure Review Department Report due to Dean	M	March 24
Post Tenure Review Dean Written Report due [†]	M	April 21

[†] [PTR Policy](#) states meeting with the Dean to occur at this stage

Professional Development Plan (PDP) Review Schedule

PDPs are updated every 2 years during the probationary period. Usually done in Fall semester prior to a Group I or Group II review.

PDP due to Department Chair and IUPC Chair	TR	October 17
Department approved PDP due to Dean	TR	November 21
PDP Dean response deadline	TR	December 12

PERIODIC EVALUATION OF FULL-TIME OR 3-YEAR LECTURER APPOINTEES*

Department Personnel Committee (IUPC) Periodic Evaluation due to Dean	M	April 21
Department Chair recommendation due to Dean (optional)		
Dean Periodic Evaluation due for 3-year and full-time lecturer appointees and Academic Year/Semester Lecturer evaluations due from Department (IUPC or Chair)	M	June 2

***Lecturer periodic evaluation materials will be filed in the Personnel Action File at least five (5) days after they are sent to the faculty member (CBA 11.4). Faculty may respond to materials in their Personnel Action File at any time (CBA 11.2).**

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.*

** The term "day" refers to calendar days. The 10-day response period is computed by excluding the first day and including the last day, unless the last day is a holiday or other day the campus is not regularly open for business (CBA 2.11).*