

Provost and Vice President for Academic Affairs

ADMINISTRATIVE MEMORANDUM

VPAA 24-07

February 24, 2025

2025/2026 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 2025/2026 dates for submission of periodic evaluations, performance reviews, sabbatical and difference in pay leave applications, and applications for assigned time for exceptional service to the Department Personnel Committee, the College Personnel Committee, the University Faculty Personnel Committee, and the Professional Leave Committee as appropriate.

The complete schedule of faculty personnel actions for AY 2025/2026 is attached to this memorandum. It will also be posted on the Office of Academic Affairs (<http://www.humboldt.edu/aavp/administrative-memoranda>) website and the Academic Personnel Services (APS) website (<https://www.humboldt.edu/academic-personnel-services/faculty-evaluations>). The evaluation review process is scheduled based on 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 cannot be extended.

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://www.humboldt.edu/sites/default/files/academic-personnel-services/2024-09/periodic-evaluation-tenured-faculty-unit-employeesvpaa-04-02b.pdf>).

New this year: Timelines for applications for Sabbatical and Difference in Pay leaves and for Assigned Time for Exceptional Service to Students are now included in this calendar. Professional Development Plan review and approval dates have been removed. Individual committee and administrator calendars are included as appendices. Faculty who are newly appointed for the 2025-26 academic year are subject to the Early Tenure Policy approved in Spring 2025.

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

2025/26 PERSONNEL ACTION DATE (PAD) CALENDAR

Group I. RETENTION (REAPPOINTMENT) FOR NEW PROBATIONARY FACULTY (MODIFIED PERFORMANCE REVIEW)

▶▶ *New faculty appointed in Fall 2025 and those appointed in Spring 2025 without service credit for Fall 2024 follow this schedule. Those appointed in Spring 2025 with service credit for Fall 2024 are subject to a full performance review and, therefore, shall submit a WPAF by August 21, 2025 following the **Group III** schedule. ◀◀*

Personnel Action: New Probationary Faculty Retention

Department Personnel Committee (IUPC) and Department Chair receive access to file	T	January 20
File closes at 5pm	T	January 27
IUPC sends recommendation addressed to the Dean to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	T	February 3
College Dean or Equivalent Administrator receives access to file	M	February 16
Dean or Equivalent Administrator sends decision to candidate and copied to PAF	M	February 23

Group II. RETENTION FOR 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 (IUPC) and Department Chair receive access to file	T	January 20
File closes at 5pm	T	January 27
IUPC sends recommendation addressed to the Dean to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	T	February 3
College Dean or Equivalent Administrator receives access to file	M	February 16
Dean or Equivalent Administrator sends decision to candidate and copied to PAF	M	February 23

Note on Groups I and II: As part of the Modified Performance Review or Periodic Evaluation, each probationary candidate shall develop, in consultation with the department chair, a Professional Development Plan that describes a program of professional development in the three areas of performance for RTP. (Faculty Handbook, Appendix J, Section VI. C). Draft Professional Development Plans should be submitted to and reviewed by the department chair and Dean for feedback in the Fall term. Department Chair and Dean feedback should be incorporated into a final Professional Development Plan that is submitted as part of the Modified Performance Review or Periodic Evaluation file.

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

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review. 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

Department Personnel Committee (IUPC) and Department Chair receive access to file All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date	R	August 21
File closes at 5pm	R	August 28
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	R	September 11
CPC and Dean receive access to file	M	September 22
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	R	October 16
UFPC receives access to file	M	October 27
UFPC sends recommendation addressed to the Provost/Vice President to PAF	W	December 17‡
Provost/Vice President receives access to file	R	January 8
Provost/Vice President's decision due to candidate and copied to PAF	R	February 12

‡ The 10-day rebuttal period is extended to January 8th 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 IV. RETENTION (REAPPOINTMENT) FOR PROBATIONARY FACULTY
(PERFORMANCE REVIEW) – Spring Schedule**

►► Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation (short review) or a performance review. 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

Department Personnel Committee (IUPC) and Department Chair receive access to file All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date	R	January 15
File closes at 5pm	R	January 22
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	M	February 9
CPC and Dean receive access to file	R	February 19
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	M	March 23
UFPC receives access to file	R	April 2
UFPC sends recommendation addressed to the Provost/Vice President to PAF	R	April 30
Provost/Vice President receives access to file	R	May 7
Provost/Vice President sends decision to candidate and copied to PAF	M	June 1

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

▶▶ 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. ◀◀

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure

Department Personnel Committee (IUPC) and Department Chair receive access to file All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date	R	September 25
File closes at 5pm	R	October 2
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	R	October 16
CPC and Dean receive access to file	M	October 27
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	M	December 1
UFPC receives access to file	R	December 11
UFPC sends recommendation addressed to the President to PAF	R	February 19
Provost/Vice President receives access to file	M	March 9
Provost/Vice President sends recommendation addressed to the President to the candidate and copied to PAF	R	April 9
President receives access to file	M	April 20
President sends tenure and/or promotion decision to the candidate and copied to PAF	M	June 1

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

Personnel Action: Promotion of Tenured Faculty

Department Personnel Committee (IUPC) and Department Chair receive access to file All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date	R	October 30
File closes at 5pm	R	November 6
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	R	December 18 [†]
CPC and Dean receive access to file	R	January 8
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	W	February 11
UFPC receives access to file	M	February 23
UFPC sends recommendation addressed to the President to PAF	R	April 2
Provost/Vice President receives access to file	M	April 13
Provost/Vice President sends recommendation addressed to the President to the candidate and copied to PAF	W	May 6
President receives access to file	M	May 18
President sends promotion decision addressed to candidate and copied to PAF	M	June 15

†The 10-day rebuttal period is extended to January 8, 2026 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 an extension of the rebuttal period by contacting the UFPC Chair.

**Group VII. TEMPORARY FACULTY RANGE ELEVATION
(APPLICATION)**

Personnel Action: Temporary Faculty Range Elevation Application

Department Personnel Committee (IUPC) and Department Chair receive access to file	R	February 5
File closes at 5pm	R	February 12
IUPC sends recommendation addressed to the Dean to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	R	March 5
Dean receives access to file	R	March 12
Dean sends decision addressed to candidate to PAF	R	April 23

**POST TENURE REVIEW
(PERIODIC EVALUATION)**

Personnel Action: Periodic Evaluation of Tenured Faculty

File closes at 5pm Department PTR Committee receives access to file	F	February 20
Department sends Post Tenure Review report addressed to the Dean to PAF	M	March 23
Dean sends written report addressed to candidate to PAF*	M	April 20

* [PTR Policy](#) also requires a meeting with the Dean to occur at this stage

**FULL-TIME AND 3-YEAR LECTURER APPOINTEES*
PART-TIME LECTURERS APPOINTED FOR TWO OR MORE SEMESTERS
(PERIODIC EVALUATION)**

Personnel Action: Periodic Evaluation of Temporary Faculty

Department Personnel Committee (IUPC) and Department Chair will receive access to relevant files by date listed	M	March 2
IUPC sends Periodic Evaluation addressed to the Dean to PAF (paf@humboldt.edu) and Department Chair sends recommendation addressed to the Dean to PAF (optional)	M	April 20
Dean sends Periodic Evaluation for 3-year and full-time lecturer appointees addressed to candidate to PAF and Department (IUPC or Chair) sends evaluations for Academic Year/Semester Lecturers to PAF	M	June 1

****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).***

SABBATICAL OR DIFFERENCE IN PAY LEAVE

Applications submitted in Academic Year 2025-26 are for leave to be taken during Academic Year 2026-27

Applications due by 11:59pm and submitted via Google Form to Academic Personnel Services (APS).	M	October 6
Department chair receives access to application materials.	T	October 7
Department sends commentary regarding impact of the leave addressed to the University Library/College Dean to PAF (paf@humboldt.edu).	M	October 20
University Library/College Dean and Professional Leave Committee (PLC) (for Sabbatical) or Department Personnel Committee (for Difference in Pay) receive access to application materials	T	October 21
University Library/College Dean sends recommendation addressed to the Provost/Vice President (copied to Applicant) with reasons for approval or denial to PAF (paf@humboldt.edu). PLC (for Sabbatical) or Department Personnel Committee (for Difference in Pay) sends recommendation addressed to the Provost/Vice President, with reasons for approval or denial, to PAF (copied to Applicant).	M	November 3
Note: Applicant responses listed below are not required Applicant's response to the Dean's recommendation addressed to the Provost/Vice President sent to PAF. Applicant's response to the recommendation of the Professional Leave Committee (Sabbatical) or Department Personnel Committee (Difference in Pay) addressed to the Provost/Vice President sent to PAF.	M	November 17
Provost/Vice President receives access to application materials	T	November 18
Provost/Vice President sends decision, with reasons for approval or denial, to Applicant with a copy to PAF.	M	December 1
If applicable, applicant's request for reconsideration sent to Provost and copied to PAF. †	M	December 8

† Provost's decision regarding reconsideration due to Applicant within five working days from the date of submission of the request for reconsideration.

ASSIGNED TIME FOR EXCEPTIONAL SERVICE TO STUDENTS

Applications submitted in Academic Year 2025-26 are for assigned time to be used during Academic Year 2026-27

Applications due to PAF (paf@humboldt.edu)	F	February 27
Professional Leave Committee receives access to application materials submitted	M	March 2
Professional Leave Committee recommendations due to Provost Provost/Vice President receives access to application materials	F	March 13
Provost/Vice President decisions sent to applicants with copy to PAF	M	March 30

Appendix 1

Definitions and Notes on Process

- 1) The term “day” refers to calendar days.
- 2) Response periods are 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).
- 3) All file close deadlines are 5:00 PM on the date listed.
- 4) All materials, including 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).
- 5) Faculty may respond to materials in their Personnel Action File at any time (CBA 11.2).
- 6) 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.
- 7) All committees and administrative reviewers, once given file access, will maintain file access through the end of the review cycle so that they may access written recommendations from prior and subsequent levels of review.
- 8) All file materials and recommendations should be sent to the Personnel Action File (PAF) inbox at paf@humboldt.edu.

Appendix 2
Personnel Action Date Calendars by Role

Department Chair
Calendar of AY 25/26 Personnel Action Dates

Term	Date	Group	Action
Fall 2025	August 21	Group III	Department Chair receives access to files
Fall 2025	September 11	Group III	Optional - Chair recommendation addressed to Dean sent to PAF
Fall 2025	September 25	Group V	Department Chair receives access to files
Fall 2025	October 7	Sabbatical/DIP Leave	Department Chair receives access to application materials
Fall 2025	October 16	Group V	Optional - Chair recommendation addressed to Dean sent to PAF
Fall 2025	October 20	Sabbatical/DIP Leave	Department commentary regarding impact of the leave on the department addressed to the Dean due to PAF
Fall 2025	October 30	Group VI	Department Chair receives access to files
Fall 2025	December 18	Group VI	Optional - Chair recommendation addressed to Dean sent to PAF
Spring 2026	January 15	Group IV	Department Chair receives access to files
Spring 2026	January 20	Group I and Group II	Department Chair receives access to files
Spring 2026	February 3	Group I and Group II	Optional - Chair recommendation addressed to Dean sent to PAF
Spring 2026	February 5	Group VII	Department Chair receives access to files
Spring 2026	February 9	Group IV	Optional - Chair recommendation addressed to Dean sent to PAF
Spring 2026	March 2	Full-Time, 3-Year, Academic Year and Semester Lecturers	Department Chair receives access to files on or before this date
Spring 2026	March 5	Group VII	Optional - Chair recommendation addressed to Dean sent to paf@humboldt.edu
Spring 2026	April 20	Full-Time and 3-year Lecturers	Optional – Chair recommendation addressed to Dean sent to PAF
Summer 2026	June 1	Academic Year and Semester Lecturers	Chair's (or IUPC's) evaluation addressed to candidate sent to PAF

Dean
Calendar of AY 25/26 Personnel Action Dates

Term	Date	Group	Action
Fall 2025	September 22	Group III	Dean receives access to files
Fall 2025	October 16	Group III	Dean recommendation addressed to the Provost/Vice President sent to PAF
Fall 2025	October 21	Sabbatical/DIP Leaves	Dean receives access to application materials
Fall 2025	October 27	Group V	Dean receives access to files
Fall 2025	November 3	Sabbatical/DIP Leaves	Dean's recommendation addressed to the Provost/Vice President with reasons for approval or denial sent to PAF and copied to applicant
Fall 2025	December 1	Group V	Dean's recommendation addressed to Provost/Vice President sent to PAF
Spring 2026	January 8	Group VI	Dean receives access to files
Spring 2026	February 11	Group VI	Dean recommendation addressed to Provost/Vice President sent to PAF
Spring 2026	February 16	Group I and Group II	Dean receives access to files
Spring 2026	February 19	Group IV	Dean receives access to files
Spring 2026	February 23	Group I and Group II	Dean's evaluation addressed to candidate sent to PAF
Spring 2026	March 12	Group VII	Dean receives access to files
Spring 2026	March 23	Group IV	Dean recommendation addressed to Provost/Vice President sent to PAF
Spring 2026	March 24	Post-tenure review	Dean receives access to files
Spring 2026	April 20	Full-time and 3-year lecturers	Dean receives access to files
Spring 2026	April 21	Post-tenure review	Dean's written report addressed to candidate sent to PAF
Spring 2026	April 23	Group VII	Dean's evaluation addressed to candidate sent to PAF
Summer 2026	June 1	Full-time and 3-year lecturers	Dean's periodic evaluation addressed to candidate sent to PAF

**Provost/Vice President
Calendar of AY 25/26 Personnel Action Dates**

Term	Date	Group	Action
Fall 2025	November 18	Sabbatical/DIP Leaves	Provost/Vice President receives access to application materials
Fall 2025	December 1	Sabbatical/DIP Leaves	Provost/Vice President sends decision, with reasons for approval or denial, to Applicant with a copy to PAF.
Fall 2025	December 8	Sabbatical/DIP Leaves	If applicable, applicant's request for reconsideration with supporting rationale due to Provost/Vice President and copied to PAF
Spring 2026	January 8	Group III	Provost/Vice President receives access to files
Spring 2026	February 12	Group III	Provost/Vice President sends decision to candidate with copy to PAF
Spring 2026	March 9	Group V	Provost/Vice President receives access to files
Spring 2026	March 13	Assigned Time for Exceptional Service	Provost/Vice President receives access to application materials
Spring 2026	March 30	Assigned Time for Exceptional Service	Provost/Vice President sends decisions to applicants with copy to PAF
Spring 2026	April 9	Group V	Provost/Vice President sends recommendation addressed to the President to the candidate and copied to PAF
Spring 2026	April 13	Group VI	Provost/Vice President receives access to files
Spring 2026	May 6	Group VI	Provost/Vice President sends recommendation addressed to the President to the candidate and copied to PAF
Spring 2026	May 7	Group IV	Provost/Vice President receives access to files
Summer 2026	June 1	Group IV	Provost/Vice President sends decision to candidate with copy sent to PAF

**Department/Initiating Unit Personnel Committee (IUPC)
Calendar of AY 25/26 Personnel Action Dates**

Term	Date	Group	Action
Fall 2025	August 21	Group III	IUPC receives access to files
Fall 2025	September 11	Group III	IUPC sends recommendation addressed to College Personnel Committee (CPC) to PAF
Fall 2025	September 25	Group V	IUPC receives access to files
Fall 2025	October 16	Group V	IUPC sends recommendation addressed to CPC to PAF
Fall 2025	October 21	DIP Leave Applicants	Department Personnel Committee (for Difference in Pay leave only) receives access to application materials
Fall 2025	October 30	Group VI	IUPC receives access to files
Fall 2025	November 3	DIP Leave Applicants	Department Personnel Committee sends recommendation addressed to the Provost, with reasons for approval or denial, to PAF (copied to Applicant).
Fall 2025	December 18	Group VI	IUPC sends recommendation addressed to CPC to PAF
Spring 2026	January 15	Group IV	IUPC receives access to files
Spring 2026	January 21	Group I and Group II	IUPC receives access to files
Spring 2026	February 4	Group I and Group II	IUPC recommendation addressed to Dean sent to PAF
Spring 2026	February 5	Group VII	IUPC receives access to files
Spring 2026	February 9	Group IV	IUPC sends recommendation addressed to CPC to PAF
Spring 2026	February 20	Post-Tenure Review	Department PTR committee receives access to files
Spring 2026	March 2	Full-Time, 3-Year, Academic Year and Semester Lecturers	IUPC receives access to file on or before this date
Spring 2026	March 5	Group VII	IUPC recommendation addressed to Dean sent to PAF
Spring 2026	March 24	Post-Tenure Review	Department PTR committee send Post-Tenure Review report to Dean with copy to PAF
Spring 2026	April 20	Full-time and 3-year Lecturers	IUPC's or Chair's periodic evaluation addressed to Dean sent to PAF
Summer 2026	June 1	Academic Year and Semester Lecturers	IUPC's or Chair's evaluation addressed to candidate sent to PAF

College Personnel Committee (CPC)
Calendar of AY 25/26 Personnel Action Dates

Term	Date	Group	Action
Fall 2025	September 22	Group III	CPC receives access to files
Fall 2025	October 16	Group III	CPC recommendation addressed to UFPC sent to PAF
Fall 2025	October 27	Group V	CPC receives access to files
Fall 2025	December 1	Group V	CPC recommendation addressed to UFPC sent to PAF
Spring 2026	January 8	Group VI	CPC receives access to files
Spring 2026	February 11	Group VI	CPC recommendation addressed to UFPC sent to PAF
Spring 2026	February 19	Group IV	CPC receives access to files
Spring 2026	March 23	Group IV	CPC recommendation addressed to UFPC sent to PAF

**University Faculty Personnel Committee (UFPC)
Calendar of AY 25/26 Personnel Action Dates**

Term	Date	Group	Action
Fall 2025	October 27	Group III	UFPC receives access to files
Fall 2025	December 11	Group V	UFPC receives access to files
Fall 2025	December 17	Group III	UFPC sends recommendation addressed to Vice President to PAF
Spring 2026	February 19	Group V	UFPC recommendation addressed to President sent to PAF
Spring 2026	February 23	Group VI	UFPC receives access to files
Spring 2026	April 2	Group IV	UFPC receives access to files
Spring 2026	April 2	Group VI	UFPC sends recommendation addressed to President with copy to PAF
Spring 2026	April 30	Group IV	UFPC sends recommendation addressed to Vice President with copy to PAF

**Professional Leave Committee
Calendar of AY 25/26 Personnel Action Dates
Sabbatical/DIP and AT for Exceptional Service**

Term	Date	Group	Action
Fall 2025	October 21	Sabbatical Leaves	PLC receives access to application materials
Fall 2025	November 3	Sabbatical Leaves	PLC sends recommendation addressed to the Provost, with reasons for approval or denial, to PAF (copied to Applicant).
Spring 2026	March 2	Assigned Time for Exceptional Service	PLC receives access to application materials
Spring 2026	March 13	Assigned Time for Exceptional Service	PLC sends recommendations addressed to Provost to PAF