



A campus of The California State University

TO: Thomas A. Cropper, President

DATE: 8 April 2019

FROM: Dr. Graham Benton, Associate Provost, Academic Affairs
Dr. Tom Nordenholz, Chair of the Academic Senate

SUBJECT: Retention, Tenure, and Promotion Timeline 2019-2020

Chair of the Academic Senate conducts the election of the Senate RTP Committee.	Prior to the end of the Spring 2019 semester
Associate Provost and Chair of the Academic Senate notify RTP candidates of their eligibility and solicit requests from faculty considering early tenure and/or promotion	Fri, 16 March
RTP Workshop for RTP candidates eligible for retention, tenure and/or promotion and candidates applying for early tenure and/or promotion	Thurs, 4 April
Senate Chair convenes the Senate RTP Committee to elect its chair. Department Chairs administer the election of Department RTP Committees.	Fri, 6 Sept
Department Chairs conduct training in RTP procedures for Department RTP Committee members in accordance with RTP Policy Appendix G. Senate RTP Committee Chair conducts training in RTP procedures for Senate RTP Committee members in accordance with RTP Policy Appendix G	Fri 13 Sept
RTP Coordinator provides to the candidates all mandatory materials from the candidates' PAFs to be included in their WPAFs.	Mon 16 Sept
Department RTP Committees conduct classroom evaluation visits, write reports and provide visit reports to candidates and the RTP Coordinator for inclusion into the WPAFs of the RTP candidates. (Note, CBA §15.14 specifies that faculty being evaluated be provided notice of at least 5 days that a classroom visit is to take place and that there be consultation between the faculty member being evaluated and the individual who visits his/her class.)	Fri 27 Sept
WPAF closing date. RTP candidates submit their WPAFs to the RTP Coordinator.	Mon 30 Sept

RTP Coordinator reviews WPAFs and, if necessary, inserts missing material from prior RTP cycles and other appropriate evaluative documents from the PAFs of RTP candidates. RTP Coordinator notifies RTP candidates about documents that have been added to their WPAFs.			Mon 7 Oct
RTP Coordinator makes WPAF binders and eWPAFs available to the Department Chairs and the Department RTP Committees for review			
Department Chairs and Department RTP Committees write recommendations concerning RTP review of candidates and give written recommendations to the RTP Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates.			Thus 24 Oct
RTP Coordinator notifies candidates by email that copies of the recommendations are available for pickup. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.			Fri Oct 25.
Deadline for candidates to submit response/rebuttal to Department Chair and/or Department RTP Committee recommendation.			Mon 4 Nov
RTP Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the next level of review.			Tues 5 Nov
For candidates for retention who have served fewer than two (2) years of probation	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion	Date
School Dean/Library Dean write recommendations concerning RTP review of candidates for retention who have served fewer than two (2) years of probation , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Tues 19 Nov	School Dean/Library Dean write recommendations concerning RTP review of candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Mon 2 Dec
RTP Coordinator incorporates 'candidates for retention who have served fewer than two (2) years of probation , responses/rebuttals into the WPAFs and makes WPAFs available to the Senate RTP Level Review	Tues 3 Dec	RTP Coordinator incorporates 'candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion , responses/rebuttals into the WPAFs and makes WPAFs available to the Senate RTP Level Review	Thurs 12 Dec

For candidates for retention who have served fewer than two (2) years of probation,	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion	Date
Senate RTP write recommendations concerning RTP review of candidates for retention who have served fewer than two (2) years of probation , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Mon 16 Dec	Senate RTP write recommendations concerning RTP review of candidates for retention who have served two (2) or more years of probation and candidates for tenure , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Wed Jan 22
RTP Coordinator incorporates candidates for retention who have served fewer than two (2) years of probation , responses/rebuttals into the WPAFs and makes WPAFs available to the Provost Level Review	Fri 27 Dec	RTP Coordinator incorporates ' candidates for retention who have served two (2) or more years of probation and candidates for tenure , responses/rebuttals into the WPAFs and makes WPAFs available to the Provost Level Review	Mon Feb 3
Provost/VPAA reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for retention who have served fewer than two (2) years of probation , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates.	Mon Jan 13	Provost/VPAA reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) candidates for retention who have served two (2) or more years of probation and candidates for tenure , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates.	Mon Feb 24
Deadline for candidates to submit responses/rebuttals to the Provost's recommendations.	Thurs Jan 23	Deadline for candidates to submit responses/rebuttals to the Provost's recommendations.	Thurs March 5

For candidates for retention who have served fewer than two (2) years of probation,	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion	Date
RTP Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the President for review.	Fri Jan 24	RTP Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the President for review.	Fri March 6
<p>President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for retention who have served fewer than two (2) years of probation, and writes decision letters.</p> <p>RTP Coordinator incorporates the decision letters into WPAFs, and notifies candidates</p> <p>Candidates have ten (10) calendar days from receipt of President's decision to request the President's reconsideration.</p>	No later than Sat, 15 Feb (as per CBA §13.12)	<p>President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion, and writes decision letters.</p> <p>RTP Coordinator incorporates the decision letters into WPAFs, and notifies candidates.</p> <p>Candidates have ten (10) calendar days from receipt of President's decision to request the President's reconsideration</p>	No later than Mon, 1 June (as per CBA §13.13)*
		<p>President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for promotion and writes decision letters. RTP Coordinator and notifies candidates. Candidates have ten (10) days from receipt of President's decision to request the President's reconsideration.</p>	No later than Mon, 15 June (per CBA §14.9)*.
Candidates' deadline to request the President's reconsideration.	Tues Feb 25	Candidates' deadline to request the President's reconsideration.	Thurs June 25