

SUMMARY OF FACULTY PERSONNEL ACTIONS AND DUE DATES

The annual Personnel Action Date (PAD) calendar is available on the Academic Personnel Services website at: <http://www.humboldt.edu/aps/calendars.html>. Please check the PAD calendar for actual file submission dates and schedules. The general timeline is included in the information below:

- **Group 1: New faculty** in the first year of their appointment complete a modified performance review that is submitted at the beginning of the Spring semester following the schedule for **Group I: Retention (Reappointment) for New Probationary Faculty – Modified Performance Review**. The Modified Performance Review includes submission of a reviewed Professional Development Plan (PDP), evaluations of teaching performance (including student evaluations received during service credit years), a Department Personnel Committee review, and a reappointment decision by the College/Library Dean or Director of Health and Counseling Services. Please see section IV.G.1-3 of Appendix J for further information on the Modified Performance Review.

Continuing probationary faculty should refer to their previous retention/reappointment letter to determine whether they should undergo either a Group II periodic evaluation or a Group III or IV performance review (WPAF).

- **Group II: Continuing probationary faculty** in the first year of a two-year reappointment complete a periodic evaluation which is due early in the Spring Semester following the schedule for **Group II: Continuing Probationary Faculty in the First Year of a Two-Year Reappointment – Periodic Evaluation**
- **Groups III and IV: Continuing probationary faculty** seeking retention without tenure (reappointment) shall submit their files either early in Fall term following the schedule for **Group III: Retention (Reappointment) for Continuing Probationary Faculty (Fall Semester Schedule)** or early in Spring term following the schedule for **Group IV: Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule)**. Candidates should refer to their previous year's retention/reappointment letter, which states whether they are required to follow the Fall (Group III) or Spring (Group IV) retention schedule.
- **Group V: Continuing probationary faculty** seeking retention with tenure/promotion, including early tenure shall submit their files during Fall term following the schedule for **Group V: Retention with Tenure/Promotion – Includes Early Tenure**. Please note that faculty seeking an early tenure decision will be considered concurrently for retention; therefore only one file should be submitted following the Group V schedule.
- **Group VI: Tenured faculty seeking promotion** shall submit their WPAF during Fall term following the schedule for **Group VI: Promotion of Tenured Faculty**.
- **Group VII: Temporary faculty** eligible to apply for range elevation will be notified by Academic Personnel Services by December of each year. Eligible Temporary Faculty who elect to apply for range elevation shall submit their file early in Spring term following the schedule for **Group VII: Temporary Faculty Range Elevation**.

The criteria, policies and procedures for Retention, Tenure, and Promotion (RTP) of probationary and tenured faculty are explained in **Appendix J** of the *Humboldt State University Faculty Handbook*; **Appendix K** describes the criteria and processes by which temporary faculty may apply for elevation in range; and **Appendix M** contains 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 at www.humboldt.edu/aps/faculty/posttenure.html.

The review of a **Professional Development Plan** (PDP) is not a personnel action, however, PDPs are an important component of the Modified Performance Review and Periodic Evaluation files. Colleges must ensure that the PDP process is completed by **December 10th of each year**. The College Deans determine the schedule for completion of the PDP, which may be earlier than the dates above. Check with your College if you have questions about your PDP schedule.