

**ADMINISTRATIVE MEMORANDUM**  
**VPAA 23-03**

**August 30, 2023**

**2023/2024 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 2023/2024 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 2023/2024 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:** Post-Tenure Review deadlines and Lecturer Periodic Evaluation deadlines are now included in this document. See page 3 for dates and further information.

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](mailto:aps@humboldt.edu).

Sincerely,

Jenn Capps, Ph.D.  
Provost & Vice President for Academic Affairs

**2023/24 PERSONNEL ACTION DATE (PAD) CALENDAR*****Group I. RETENTION (REAPPOINTMENT) FOR NEW PROBATIONARY FACULTY APPOINTED FALL 2023  
MODIFIED PERFORMANCE REVIEW***

►► New faculty appointed in Spring 2023 with service credit for Fall 2022 are subject to a full performance review and, therefore, shall submit a WPAF on August 17, 2023 following the **Group III** schedule. If service credit was not awarded, then new faculty appointed in Spring 2023 are subject to a modified performance review which is due on January 10, 2024 following the **Group I** schedule. ◀◀

**Personnel Action: New Probationary Faculty Retention**

Department Personnel Committee receives file	W	January 10
File closes	W	January 17
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	T	January 23
College Dean or Equivalent Administrator receives file	F	February 2
Dean or Equivalent Administrator decision due to candidate	TR	February 15

***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 25
File closes	TR	February 1
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	M	February 12
College Dean or Equivalent Administrator receives file	TR	February 22
Dean or Equivalent Administrator evaluation due to candidate	TR	March 21

***Group III. RETENTION (REAPPOINTMENT) FOR PROBATIONARY FACULTY  
PERFORMANCE REVIEW – Fall 2023 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 17
File closes	TR	August 24
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 7
College Personnel Committee/Dean receives file	M	September 18
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	October 13
University Faculty Personnel Committee (UFPC) receives file	M	October 23
UFPC recommendation addressed to Vice President with copy to candidate	F	December 22 <sup>†</sup>
Vice President receives file	W	January 3
Vice President decision due to candidate	TR	February 15

<sup>†</sup> The 10-day rebuttal period is extended to January 3<sup>rd</sup> 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 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 spring semester schedule (WPAF)**

Department Personnel Committee receives file	F	January 12
File closes	F	January 19
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 6
College Personnel Committee/Dean receives file	F	February 16
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	M	March 18
University Faculty Personnel Committee (UFPC) receives file	TR	March 28
UFPC recommendation addressed to Vice President with copy to candidate	F	April 19
Vice President receives file	W	May 1
Vice President decision due to candidate	M	June 3

**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 19
File closes	T	September 26
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 10
College Personnel Committee/Dean receives file	F	October 20
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	T	November 28
University Faculty Personnel Committee (UFPC) receives file	F	December 8
UFPC recommendation addressed to President with copy to candidate	F	February 16
Vice President receives file	M	February 26
Vice President recommendation addressed to President with copy to candidate	TR	April 4
President receives file	M	April 15
President tenure decision to candidate President promotion decision to candidate	M	June 3

\* 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.*

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

**Personnel Action: Promotion of Tenured Faculty (WPAF)**

Department Personnel Committee (IUPC) receives file	F	October 27
File closes	F	November 3
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	TR	December 14
College Personnel Committee/Dean receives file	W	January 3 <sup>†</sup>
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	W	February 7
University Faculty Personnel Committee (UFPC) receives file	M	February 19
UFPC recommendation addressed to President with copy to candidate	TR	March 28
Vice President receives file	M	April 8
Vice President recommendation addressed to President with copy to candidate	W	May 1
President receives file	TR	May 9
President promotion decision to candidate	M	June 17

<sup>†</sup> The 10-day rebuttal period is extended to January 3<sup>rd</sup> 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 1
File closes	TR	February 8
Department Personnel Committee recommendation addressed to College Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate (optional)	TR	February 29
Dean receives file	F	March 8
Dean decision due to candidate	F	April 19

**POST TENURE REVIEW**

Post Tenure Review File due from faculty member to Department PTR Committee	TR	February 15
Post Tenure Review Department Report due to Dean	M	March 18
Post Tenure Review Dean Written Report due <sup>†</sup>	M	April 15

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

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

Department Personnel Committee (IUPC) Periodic Evaluation due to Dean Department Chair recommendation due to Dean (optional)	F	April 19
Dean Periodic Evaluation due for 3-year and full-time lecturer appointees <b>and</b> Academic Year/Semester Lecturer evaluations due from Department (IUPC or Chair)	M	June 3

**\*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).*