

UNIVERSITY PERSONNEL-FACULTY AFFAIRS

Late - Add Calendar 2018 - 2019

Monday, December 3, 2018	<u>First day for submission</u> of Late-Add material requests to UP-FA for review by the Late-Add Committee.
Tuesday, December 4, 2018	Late-Add Committee charge meeting.
Friday, January 25, 2019	<u>Last day for submission</u> of Late-Add material requests to UP-FA for review by the Late-Add Committee.
Friday, February 1, 2019	<u>Deadline for the Late-Add Committee to approve or reject Late-Add requests.</u> Late-Add Log and materials will be returned to the department to approve or reject. Department RTP and Dean review must be completed by deadlines below and returned to UP-FA no later than 5:00 p.m., March 14, 2019.
Monday, February 4, 2019	Approved late-add materials returned to departments. Rejected late-add materials returned to submitter.
Friday, February 15, 2019	<u>Department Chair & department committee recommendations</u> are due to candidate.
Monday, February 25, 2019	<u>Candidate response</u> (if any) to department Chair & department committee recommendations are due.
Tuesday, February 26, 2019	<u>Approved Late-Add materials and Late-Add Log, and candidate response</u> are due to the College.
Friday, March 8, 2019	<u>Dean & College Committee recommendations</u> are due to candidate.
Thursday, March 14, 2019	<u>Approved Late-Add materials and Late-Add Log must be delivered to UP-FA (ADM 218, Zip: 0021) by 5:00 p.m.</u>
Monday, March 18, 2019	<u>Candidate response</u> (if any) to Dean and College Committee recommendations are due to UP-FA.

* Copies of recommendations must be given to candidate.

* Candidate has ten calendar days to respond to each level of review.

GUIDELINES FOR SUBMITTING LATE-ADD MATERIAL TO RTP DOSSIER

The purpose of the Late-Add process is to allow faculty undergoing RTP review to insert additional material into the dossier after the dossier has been officially closed. Late-Add material is limited to items that **only** became available after the dossier closed and that are clearly pertinent to the RTP review. The Late-Add Committee reviews the material submitted for addition to the dossier, and based upon the criteria below, either approves or rejects the material for inclusion in the dossier.

- To submit material for review by the Late-Add Committee, complete the top portion of the Late-Add Log, available in University Personnel-Faculty Affairs Office (ADM 218). Between December 3, 2018, and January 25, 2019, forward the completed log form along with the materials to be considered for inclusion in the dossier to the Late-Add Committee Chair, either hard copy via University Personnel-Faculty Affairs (ADM 218, Zip: 0021), or electronically via email to: eFaculty@sjsu.edu
- The submission must provide clear evidence that the information became accessible **only** after the date of the closing of the dossier and that it is pertinent.
- Unless there has been a termination recommendation, new material shall be accepted for admission into the dossier **only for candidates undergoing performance reviews in 3rd or 6th years, candidates undergoing 4th or 5th year performance review of a complete dossier, and candidates who are tenured and seeking promotion**. Please note that tenure-track faculty members should place Fall semester Student Opinion of Teaching Effectiveness (SOTE) ratings in the dossier during subsequent review cycles.
- **ONCE THE JANUARY 25, 2019 DEADLINE PASSES, NO REQUESTS TO INSERT LATE-ADD MATERIALS WILL BE ACCEPTED.**
- If the Late-Add Committee rejects material for inclusion in the dossier, the Committee Chair will notify the candidate in writing and the material will be returned via University Personnel-Faculty Affairs.
- The Late-Add Committee will evaluate all submitted material. If, in the Committee's judgment, **the material is clearly pertinent and became accessible only after the date of the closing of the dossier**, it will be added. **We ask that candidates submit only crucial material for Late-Add.**
- If the Late-Add Committee accepts material submitted by a candidate for inclusion in the dossier, the material will be forwarded to the candidate's department Chair for review.
- In rare instances, someone submits Late-Add material other than the candidate. If such material is approved for inclusion in the dossier, the committee shall notify the candidate in writing and provide him/her a ten calendar day response period before forwarding the material to the appropriate department for review. Any response or rebuttal the candidate wishes to make must be sent to the Chair of the Late-Add Committee via UP-HR, so that the response may be forwarded to the department along with the "Late-Add" material.
- The department RTP committee and the department Chair (if making a separate recommendation) will consider the new material and may make new recommendations in light of the newly accepted material. The department Committee shall take a new vote on the decisions about RTP. The final vote and the final recommendations shall be recorded on the Late-Add Log form.
- Once the department RTP Committee and the department Chair (if making a separate recommendation) have made their recommendations, the candidate shall be notified in writing of the final recommendations by means of a copy of the Late-Add Log form. The candidate has ten calendar days to submit a rebuttal or response before the final recommendations, along with the Late-Add material, are forwarded to the college RTP Committee, via the college Dean.

- The college RTP Committee and the Dean shall also consider the new material and make final recommendations in light of it. The recommendations shall be recorded on the Late-Add Log form, and the candidate shall be notified by means of a copy of the Late-Add Log form. Again, the candidate shall have a ten calendar day period in which to submit a response or rebuttal to the College-level recommendations and/or recommendations of the Dean. Responses to the College-level Committee and the Dean's recommendations should be addressed to the University RTP Committee, and sent to UP-FA (0021).
- **All RTP recommendations and decisions are to be kept strictly confidential. Please keep this in mind when processing and forwarding Late-Add materials and the recommendations associated with them.**
- **It is the responsibility of the department Chair and the college Dean to ensure that Late-Add materials have been appropriately reviewed, processed and forwarded in a timely manner for the next level of review. All approved Late-Add materials and changed or unchanged recommendations based on the Late-Add materials must be delivered to UP-FA (ADM 218, Zip: 0021) or electronically sent via email to: eFaculty@sjsu.edu no later than 5:00 p.m., March 14, 2019, for the University RTP Committee to review.**