

RTP CALENDAR, AY 2021 - 2022 FACULTY PERFORMANCE REVIEW

Due Date¹	Activity	Details
Summer	Notify Faculty Required or Eligible to Submit a Dossier	UP - FS via Email
AUGUST		
Tues, Aug 31	CHAIR'S DETAILED DESCRIPTION OF ACADEMIC ASSIGNMENT	Chair to Candidate ²
SEPTEMBER		
Fri, Sep 3	Submit Names of Nominees for Early Review	Chair to UP - FS
Fri, Sep 10	Upload Chair's Detailed Description and Optional Response (if any)	Candidate via eFaculty
Mon, Sep 13	DOSSIERS OPEN TO CHAIRS IN eFACULTY <i>Candidates have primary responsibility to have assembled necessary evidence and prepared an index to the material in the dossier.</i> <i>It is now the chair's responsibility to ensure that the dossier contains evidence necessary for a full and fair evaluation.</i>	eFaculty Interface: Candidate, F180 Chair, RPT
Tue, Sep 14	Unsolicited Materials Submission Deadline	Other Parties to Chair
Thu, Sep 16	Forwarding of Unsolicited Materials with Explanation Deadline	Chair to UP - FS
Mon, Sep 20	Acceptance or Denial of Unsolicited Dossier Materials	UP - FS via eFaculty
	Fall 2021 Course Information Updated in Dossiers	UP - FS via eFaculty
Thu, Sep 30	Candidate's Optional Response to Any Unsolicited Materials. <i>"Regenerate" and Submit Dossier. (UP - FS will lock dossiers.)</i>	Candidate via eFaculty
	OFFICIAL DOSSIER CLOSING AND SUBMISSION	Candidate via eFaculty
OCTOBER		
Fri, Oct 1	DOSSIERS MOVE TO DEPARTMENT LEVEL REVIEW	UP - FS via eFaculty
Fri, Oct 22	Submit Committee Recs. ³ (if Chair is Writing a Separate Review)	Committee via eFaculty
Thu, Oct 28	Submit Chair Recommendation (if Applicable)	Chair via eFaculty
	Submit Department Level Recommendation(s)	Chair (Comm.) via eFaculty
Fri, Oct 29	DEPARTMENT LEVEL RECS. SENT TO CANDIDATES	UP - FS via eFaculty
NOVEMBER		
Mon, Nov 8	Optional Response to Department Level Recommendations	Candidate via eFaculty
Tue, Nov 9	DOSSIERS MOVE TO COLLEGE LEVEL REVIEW	UP - FS via eFaculty
DECEMBER		
Wed, Dec 1	Report College's Elected Late-Add Committee Representative	Comm. Chair to UP - FS
Fri, Dec 3	Submit College Committee Recommendations	Committee via eFaculty
Thu, Dec 9	Submit Dean Recommendation	Dean via eFaculty
	Submit College Level Recommendations	
Fri, Dec 10	COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	UP - FS via eFaculty
Mon, Dec 13	OPEN LATE-ADD REQUEST PERIOD	
	Late-Add: Charge Late-Add Committee	UP - FS via Email
	Late-Add: Email UP - FS to submit Late-Add Items	Candidate to UP - FS
Mon, Dec 20	Optional Response to College Level Recommendations	Candidate via eFaculty
JANUARY		
Tue, Jan 25	CLOSE LATE-ADD - ALL ITEMS DUE	Candidate via eFaculty

¹ All deadlines are 5:00pm unless UP - FS approves modifications.

² Academic terms herein, such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

³ Note: eFaculty deadlines reflect review-level closeout dates. Committees should adhere to any earlier dates set in this calendar. Note: Faculty Services prepared this calendar following CFA-CSU CBA and University Policies. Send inquiries to eFaculty@sjsu.edu.

Thu, Jan 27	RELEASE "UNANIMOUS RETENTION" DOSSIERS TO PROVOST; OTHER DOSSIERS MOVE TO UNIVERSITY LEVEL REVIEW	UP - FS via eFaculty
	Charge URTP Committee	UP - FS, URTP Meeting
FEBRUARY		
Thu, Feb 3	URTP Voting Day 1 "First Wave"	URTP Committee
Fri, Feb 4	Late-Add: Late-Add Committee Approves or Rejects Requests	Committee via eFaculty
Mon, Feb 7	Late-Add: Move Updated Dossiers Back to Department Level	UP - FS via eFaculty
Thu, Feb 10	URTP Voting Day 2 "First Wave"	URTP Committee
Thu, Feb 17	URTP Voting Day 3 "First Wave"	URTP Committee
	Late-Add: Department Level Recommendation(s) Due	Chair (Comm.) via eFaculty
Fri, Feb 18	Late-Add: Department Level Reviews Distributed to Candidates	UP - FS via eFaculty
Thu, Feb 24	URTP Voting Day 4 "First Wave"	URTP Committee
Mon, Feb 28	URTP "FIRST WAVE" RECS. SENT TO CANDIDATES	UP - FS via eFaculty
	Late-Add: Optional Response to Department Recommendations	Candidate via eFaculty
MARCH		
Tue, Mar 1	Late-Add: Move Updated Dossiers to College Level	UP - FS via eFaculty
Thu, Mar 3	URTP Voting Day 5 "Second Wave"	URTP Committee
Thu, Mar 10	Optional Response to URTP "First Wave" Recommendations	Candidate via eFaculty
	URTP Voting Day 6 "Second Wave"	URTP Committee
Fri, Mar 11	URTP "FIRST WAVE" DOSSIERS MOVE TO PROVOST	UP - FS via eFaculty
Tue, Mar 15	Late-Add: College Level Recommendations (Committee and Dean)	Comm. & Dean via eFaculty
Wed, Mar 16	Late-Add: College Level Reviews Distributed to Candidates	UP - FS via eFaculty
Thu, Mar 17	URTP Voting Day 7 "Second Wave"	URTP Committee
Thu, Mar 24	URTP Voting Day 8 "Second Wave"	URTP Committee
Mon, Mar 28	URTP "SECOND WAVE" RECS. SENT TO CANDIDATES	UP - FS via eFaculty
	Late-Add: Optional Response to College Recommendations	Candidate via eFaculty
Tue, Mar 29	Late-Add: Move Updated Dossiers to URTP	UP - FS via eFaculty
Thu, Mar 31	URTP Voting Day 9 "Third Wave" (Including Late-Add)	URTP Committee
APRIL		
Thu, Apr 7	URTP Voting Day 10 "Third Wave" (Including Late-Add)	URTP Committee
	Optional Response to URTP "Second Wave" Recommendations	Candidate via eFaculty
Fri, Apr 8	URTP "SECOND WAVE" DOSSIERS MOVE TO PROVOST	UP - FS via eFaculty
Mon, Apr 11	URTP "THIRD WAVE" RECS. SENT TO CANDIDATES	UP - FS via eFaculty
Thu, Apr 21	Optional Response to URTP "Third Wave" Recommendations	Candidate via eFaculty
Fri, Apr 22	URTP "THIRD WAVE" DOSSIERS MOVE TO PROVOST	UP - FS via eFaculty
MAY		
Fri, May 6	Submit Provost Recommendations for URTP-Reviewed Dossiers	Provost via eFaculty
Mon, May 9	PROVOST'S RECOMMENDATIONS SENT TO CANDIDATES	UP - FS via eFaculty
Thu, May 19	Optional Response to Provost's Recommendations	Candidate via eFaculty
JUNE		
Wed, Jun 1	RELEASE PRESIDENT'S DECISIONS RELEASE "UNANIMOUS RETENTION" DECISIONS	UP - FS via eFaculty
Wed, Jun 8	Submit WPAF Items to Personnel Action Files	UP - FS