

**MASTER CALENDAR FOR T/TT FACULTY PERFORMANCE REVIEW  
Retention, Promotion and/or Tenure - AY 2020 - 2021<sup>1</sup>**

AY 2020 - 2021	Retention, Tenure, and Promotion Performance Review Activity	RTP Additional Material and LATE-ADD Activity	Participants
Summer 2020	1. Distribute Requirement and Eligibility Lists 2. Cases prepared in eFaculty		UP - FA
<b>SEPTEMBER</b>			
Tue, Sep 1	Candidates report: 1. Changes to review type or policy 2. Intent to apply for Early Promotion and/or Tenure, Promotion to Full		1. & 2. Faculty to UP - FA and Chair <sup>2</sup>
Fri, Sep 11	<b>OFFICIAL DOSSIER OPENING</b>		
Fri, Sep 11	1. Chair's Description of Candidate's Academic Assignment 2. Chairs begin review of/help with dossier		1. Chair to Faculty 2. Chair via eFaculty
Mon, Sep 14	----	Unsolicited Materials for Dossier Submission Deadline	Student/faculty/other to Chair
Wed, Sep 16	----	Chair Submits Unsolicited Materials with Explanation	Chair to UP - FA
Fri, Sep 18	----	Acceptance or Denial of Unsolicited Dossier Materials	UP - FA to Faculty and Chair
Mon, Sep 21	1. Optional Response to Chair's Description Due	2. Fall 2020 Course Information Uploaded to Dossiers	1. Faculty & 2. UP - FA via eFaculty
Mon, Sep 28	1. "Regenerate" and Submit Dossier	2. Candidate's Optional Response, Unsolicited Materials	1. & 2. Faculty via eFaculty
Mon, Sep 28	<b>OFFICIAL DOSSIER CLOSING</b>		

<sup>1</sup> All submission deadlines are 5:00pm unless UP - FA approves extensions. All inquiries for UP - FA go to [eFaculty@sjsu.edu](mailto:eFaculty@sjsu.edu).

<sup>2</sup> For purposes of this document, "Chair" includes "Director"

AY 2020 - 2021	Retention, Tenure, and Promotion Performance Review Activity	RTP Additional Material and LATE-ADD Activity	Participants
<b>OCTOBER</b>			
Thu, Oct 22	Department Committee Recommendations		Department Committee via eFaculty
Mon, Oct 26	Department Level Recommendations (Committee and Chair) Due		Chair via eFaculty
Tue, Oct 27	<b>DISTRIBUTE DEPARTMENT-LEVEL REVIEWS</b>		UP - FA via eFaculty
<b>NOVEMBER</b>			
Fri, Nov 6	Submit Optional Response to Department Level Recommendations		Faculty via eFaculty
Mon, Nov 9	Dossiers released to College Level Reviewers		UP - FA via eFaculty
<b>DECEMBER</b>			
Fri, Dec 4	1. College Committee Recommendations due 2. Report College Representative to Late Add Committee		1. College Committee via eFaculty 2. College Committee to UP - FA
Mon, Dec 7	College Level Recommendations (College Committee and Dean) Due		Dean, UP - FA via eFaculty
Tue, Dec 8	<b>DISTRIBUTE COLLEGE-LEVEL REVIEWS</b>		UP - FA via eFaculty
Mon, Dec 14	----	<b>OPEN LATE-ADD REQUEST PERIOD</b>	
Mon, Dec 14	----	1. Charge Late-Add Committee 2. Email UP - FA to submit Late Add Items during period	1. UP - FA with Late-Add Committee 2. Faculty upload via eFaculty
Fri, Dec 18	1. Optional Response to College Level Recommendations 2. Release "Unanimous Retention" Dossiers to Provost		1. Faculty to UP - FA 2. UP - FA via eFaculty

AY 2020 - 2021	Retention, Tenure, and Promotion Performance Review Activity	RTP Additional Material and LATE-ADD Activity	Participants
<b>JANUARY</b>			
Tue, Jan 26	----	<b>CLOSE LATE-ADD REQUEST PERIOD</b>	Faculty to UP - FA, upload via eFaculty
Thu, Jan 28	Charge URTP Committee; Release Dossiers to URTP		UP - FA with URTP Committee
<b>FEBRUARY</b>			
Thu, Feb 4	URTP Voting Day 1 "First Wave" (Retention; Tenure and Promotion)		URTP Committee
Fri, Feb 5	----	1. Notices approving and/or rejecting Late-Add Requests 2. Distribute affected dossiers	1. Late-Add Committee to Faculty 2. UP - FA to department committee
Thu, Feb 11	URTP Voting Day 2 "First Wave"		URTP Committee
Thu, Feb 18	1. URTP Voting Day 3 "First Wave"	2. Department Committees Recommendations Due	1. URTP; 2. Comm. Chair via eFaculty
Fri, Feb 19	----	<b>Department Level Rec.'s (Committee and Chair) Due</b>	Chair via eFaculty
Thu, Feb 25	URTP Voting Day 4 "First Wave"		URTP Committee
<b>MARCH</b>			
Mon, Mar 1	<b>1. Release URTP "First Wave" recommendations to faculty</b>	2. Optional Response to Department Recommendations	1. URTP Comm.; 2. Faculty via eFaculty
Tue, Mar 2	----	Release dossiers to college level	UP - FA via eFaculty
Thu, Mar 4	URTP Voting Day 5 "Second Wave"		1. URTP Committee
Thu, Mar 11	1. Optional Response to URTP "First Wave" Recommendations 2. URTP Voting Day 6 "Second Wave"		1. Faculty via eFaculty 2. URTP Committee
Fri, Mar 12	Release URTP "First Wave" to Provost		UP - FA via eFaculty
Mon, Mar 15	----	College Committee Recommendations Due	Committee Chair via eFaculty

<b>AY 2020 - 2021</b>	<b>Retention, Tenure, and Promotion Performance Review Activity</b>	<b>RTP Additional Material and LATE-ADD Activity</b>	<b>Participants</b>
Tue, Mar 16	----	<b>College Level Rec.'s (Committee and Dean) Due</b>	Dean via eFaculty
Thu, Mar 18	URTP Voting Day 7 "Second Wave"		URTP Committee
Thu, Mar 25	URTP Voting Day 8 "Second Wave"		URTP Committee
Fri, Mar 26	<b>1. Release URTP "Second Wave" Recommendations to faculty</b>	2. Optional Response to College Recommendations 3. Release Late-Add Dossiers to URTP	1. UP - FA & 2. Faculty via eFaculty 3. UP - FA via eFaculty
<b>APRIL</b>			
Thu, Apr 1	URTP Voting Day 9 (Late Add)		1. URTP Committee
Tue, Apr 6	Optional Response to URTP "Second Wave" Recommendations		Faculty via eFaculty
Wed, Apr 7	Release URTP "Second Wave" to Provost		UP - FA via eFaculty
Thu, Apr 8	URTP Voting Day 10 (Late Add)		URTP Committee
Mon, Apr 12	<b>Release URTP Late-Add Dossier Recommendations to faculty</b>		UP - FA via eFaculty
Thu, Apr 22	Optional Response to URTP Late Add Recommendations		Faculty via eFaculty
Fri, Apr 23	Release URTP Late Add to Provost		UP - FA via eFaculty
<b>MAY</b>			
Fri, May 7	Provost's Recommendations due to candidates		Provost, UP-FA via eFaculty
Mon, May 17	Optional Response to Provost Recommendations		Faculty via eFaculty
<b>JUNE</b>			
Tue, Jun 1	<b>RELEASE PRESIDENT'S DECISIONS</b>		President, UP - FA via eFaculty
Mon, Jun 8	WPAF to Personnel Action Files		UP - FA to PAF

**MASTER CALENDAR FOR T/TT FACULTY PERIODIC EVALUATION  
Mini Review and Post-Tenure Review - AY 2020 - 2021<sup>1</sup>**

AY 2020 - 2021	Periodic Evaluation of Probationary Faculty Mini Review	Periodic Evaluation of Tenured Faculty Post-Tenure Review	Participants/Action
<b>NOVEMBER</b>			
Fri, Nov 6	----	Distribute List, S97-5, and Requirements to PTR Faculty	UP - FA to Chair, Dean and PTR Faculty
<b>DECEMBER</b>			
Fri, Dec 11	----	Requests to Postpone or Waive PTR Process	PTR Faculty to UP - FA
<b>FEBRUARY</b>			
Fri, Feb 12	1. Submit Summary of Achievements	2. Distribute Postponement Approvals	1. Faculty via eFaculty 2. UP - FA
Mon, Feb 15	<b>Release Packet to Department Level Reviewers</b>		UP - FA via eFaculty
Fri, Feb 19	----	Report Review Committee(s)	Chair to UP - FA
<b>MARCH</b>			
Wed, Mar 17	Committees Evaluations	----	Department Committee via eFaculty
Fri, Mar 19	1. Submit Department Level Evaluations (Committee and Chair)	2. Submit Post-Tenure Review Materials	1. Chair & 2. PTR Faculty via eFaculty
Fri, Mar 20		<b>Release Packet to Department Level Reviewers</b>	UP - FA via eFaculty
Mar 20 - Apr 9	----	Department Committee Issues Summary of Review	Department Committee via eFaculty
Mon, Mar 29	Optional Response to Department Level Evaluations	----	Mini Review Faculty via eFaculty
Tue, Mar 30	<b>Release Packet to College Level Reviewer</b>	----	UP - FA via eFaculty

<sup>1</sup> All submission deadlines are 5:00pm unless UP - FA approves extensions. All inquiries for UP - FA go to [efaculty@sjsu.edu](mailto:efaculty@sjsu.edu).

AY 2020 - 2021	Periodic Evaluation of Probationary Faculty Mini Review	Periodic Evaluation of Tenured Faculty Post-Tenure Review	Participants/Action
<b>APRIL</b>			
Fri, Apr 9	----	Forward Review and Summary to Chair and Dean	Department Committee via eFaculty
Fri, Apr 23	Submit Dean's Evaluation	----	Dean via eFaculty
Apr 9 - Apr 23	----	1. Discuss Review and Summary 2. Chair Summary (if any)	1. Chair & PTR Faculty 2. Chair via eFaculty
<b>MAY</b>			
Mon, May 3	1. Optional Response to Deans Evaluations	2. Optional Response to Department Summary	1. Faculty 2. Faculty via eFaculty
Tue, May 4		<b>Release Packet to College Level Reviewers</b>	UP - FA via eFaculty
Fri, May 14	----	Deans Submits Comments	Dean via eFaculty
Mon, May 10	Mini Review WPAF to PAF	----	UP - FA
Mon, May 24		Optional Response to Dean's Comments	PTR Faculty via eFaculty
Mon, May 31	----	PTR Review and Summary to PAF	UP - FA
n.d.		Dean and PTR Faculty discuss PTR	Dean & PTR Faculty