

**ADMINISTRATIVE MEMORANDUM
VPAA 05-04**

May 5, 2006

Supersedes April 5, 2006 VPAA 05-02

SUBJECT: 2006/07 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 2006/2007 dates for submission of periodic evaluations and performance reviews to the appropriate initiating unit personnel committee, college personnel committee, and the University Faculty Personnel Committee, as appropriate.

Please note that continuing probationary faculty who will be in the first year of a two-year reappointment will not be submitting a Working Personnel Action File during the 2006/2007 review cycle; rather, this group of probationary faculty will undergo a periodic evaluation which is due to the initiating unit personnel committee on March 2, 2007. All other continuing probationary faculty will undergo a full performance review and shall submit a Working Personnel Action file according to the attached schedule, with the first set due to the initiating unit personnel committee on August 30, 2006.

A further explanation to the new format of the 2006/2007 Personnel Action Dates appears on the schedule. This format change was precipitated by revisions to Appendix J.

The periodic evaluation of tenured faculty (post-tenure review) shall occur at intervals of no greater than five years. The deadline for post-tenure review is established at the college level, but should be completed no later than April 6, 2007. The deadline for periodic evaluation of temporary faculty is established at the department level, but should be completed no later than April 20, 2007. The periodic evaluation schedule for coaching faculty is as established in Appendix M.

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. Questions regarding the personnel action dates or the evaluation process may be directed to Academic Personnel Services, extension 5086.

PERSONNEL ACTION DATES 2006-2007

Revised: May 5, 2006 ¹

The 2006-2007 personnel action dates schedule has a new format. Due dates are established by the *personnel action* rather than years of service.

- **New faculty** appointed Fall 2006 and **continuing probationary faculty** in the first year of a two-year reappointment shall complete a periodic evaluation during 2006-2007. Due dates for periodic evaluations are below.
- **Continuing probationary faculty** who are subject to a full performance review, that is, submission of a WPAF, shall submit their files on either August 30, 2006 or September 18, 2006, depending upon the requested personnel action.
- **Tenured faculty seeking promotion** shall submit their WPAF on October 16, 2006. The complete retention/tenure/promotion schedule is on page 2.
- **Temporary faculty** seeking range elevation shall submit their file on January 16, 2007. The complete range elevation schedule is below.

The review of a **Professional Development Plan (PDP)** is not a personnel action. Therefore, it does not appear on this schedule. However, PDPs are an important component of the periodic evaluation. Since the periodic evaluation schedules commence at the start of spring semester, Colleges should ensure that the PDP process is completed by December 15, 2006.

Continuing probationary faculty should refer to their 2005-2006 reappointment letter to determine whether they should undergo either a periodic evaluation (short review) or a performance review (WPAF) in 2006-2007. Please contact Academic Personnel Services, extension 5086, if you have any questions regarding the 2006-2007 Personnel Action Dates.

Please refer to the **Humboldt State University Faculty Handbook, Appendix J**, to review the criteria, policies, and procedures for Retention, Tenure, and Promotion of probationary/tenured faculty; or **Appendix K** for the criteria and processes by which temporary faculty may apply for elevation in range.

PERIODIC EVALUATION (Short Review)

Personnel Action: New Faculty Evaluation (Faculty appointed as of Fall 2006)²

File to Initiating Unit Personnel Committee (IUPC)	T	January 16
IUPC recommendation to Dean – due to candidate Department Chair recommendation to Dean – due to candidate	M	January 29
File forwarded to College Dean or Equivalent Administrator Department Chair recommendation forwarded to Dean	M	February 5
Dean or Equivalent Administrator decision due to candidate	TR	February 15

Personnel Action: Continuing Faculty with a two-year reappointment

File to Initiating Unit Personnel Committee (IUPC)	F	March 2
IUPC evaluation to Dean – due to candidate Department Chair evaluation to Dean - due to candidate	F	April 6
File forwarded to College Dean or Equivalent Administrator Department Chair evaluation forwarded to Dean	F	April 13
Dean or Equivalent Administrator evaluation due to candidate	F	May 11

Personnel Action: Temporary Faculty Range Elevation

File to Initiating Unit Personnel Committee (IUPC)	T	January 16
File closes	T	January 23
IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate	F	February 9
File forwarded to college personnel committee Department Chair recommendation forwarded to Dean	F	February 16
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	M	March 19
File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	M	March 26
UFPC recommendation to Vice President – due to candidate	F	April 20
File and UFPC recommendation forwarded to Vice President	F	April 27
Vice President decision due to candidate	W	May 16

¹ *Supersedes VPAA 05-02 April 5, 2006 Schedule*

² *New faculty appointed in January 2006 with service credit for Fall 2005 are subject to a full performance review and, therefore, shall submit a WPAF on August 30, 2006. If service credit was not awarded, then new faculty hired in January 2006 are subject to a periodic evaluation, which is due on January 16, 2007.*

PERSONNEL ACTION DATES 2006-2007 – Revised May 5, 2006³

PERFORMANCE REVIEW SCHEDULE (WPAF)

Personnel Action: Retention

File due to Initiating Unit Personnel Committee (IUPC)	W	August 30
File closes	M	September 11
IUPC recommendation to college personnel committee - due to candidate Department chair recommendation to Dean – due to candidate	M	September 25
File forwarded to college personnel committee Department chair recommendation forwarded to Dean	M	October 2
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	F	October 27
File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	F	November 3
UFPC recommendation to Vice President – due to candidate	T	December 12
File and UFPC recommendation forwarded to Vice President	T	December 19
Vice President decision due to candidate	F	January 26

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure

File due to Initiating Unit Personnel Committee (IUPC)	M	September 18
File closes	M	September 25
IUPC recommendation to college personnel committee - due to candidate Department Chair recommendation to Dean – due to candidate	M	October 16
File forwarded to college personnel committee Department chair recommendation forwarded to Dean	M	October 23
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	F	December 1
File to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	F	December 8
UFPC recommendation to President – due to candidate	M	February 12
UFPC recommendation forwarded to President; File forwarded to Vice President	M	February 19
Vice President recommendation to President - due to candidate	TR	March 29
File and Vice President recommendation forwarded to President	TR	April 5
President tenure decision to candidate President promotion decision to candidate	W	May 23

Personnel Action: Promotion of Tenured Faculty

File to Initiating Unit Personnel Committee (IUPC)	M	October 16
File closes	M	October 23
IUPC recommendation to college personnel committee – due to candidate Department Chair recommendation to Dean – due to candidate	F	November 17
File forwarded to college personnel committee Department Chair recommendation forwarded to Dean	F	December 1
College personnel committee recommendation to UFPC – due to candidate Dean recommendation to Vice President – due to candidate	M	February 5
File forwarded to University Faculty Personnel Committee (UFPC) Dean recommendation forwarded to Vice President	M	February 12
UFPC recommendation to President – due to candidate	TR	March 29
UFPC recommendation forwarded to President; File forwarded to Vice President	TR	April 5
Vice President recommendation to President – due to candidate	TR	April 26
File and Vice President recommendation forwarded to President	TR	May 3
President promotion decision to candidate	F	June 1

³ *Supersedes VPAA 05-02 April 5, 2006 Schedule*