



A campus of The California State University

TO: Thomas A. Cropper, President

DATE: 14 April, 2023

FROM: Dr. Graham Benton, Associate Provost, Academic Affairs
 Dr. Elizabeth McNie, Chair of the Academic Senate 2023-2024

SUBJECT: Retention, Tenure, and Promotion Timeline 2023-2024

Chair of the Academic Senate conducts the election of the Senate RTP Committee.	Prior to the end of the Spring 2023 semester
Associate Provost and Chair of the Academic Senate notify RTP candidates of their eligibility and solicit requests from faculty considering early tenure and/or promotion	Mon 3 April
RTP Workshop for RTP candidates eligible for retention, tenure and/or promotion and candidates applying for early tenure and/or promotion	Thurs 13 April
Senate Chair convenes the Senate RTP Committee to elect its chair. Department Chairs administer the election of Department RTP Committees.	Fri 1 Sept
Department Chairs conduct training in RTP procedures for Department RTP Committee members in accordance with RTP Policy Appendix G. Senate RTP Committee Chair conducts training in RTP procedures for Senate RTP Committee members in accordance with RTP Policy Appendix G	Fri 8 Sept
RTP Coordinator provides to the candidates all mandatory materials from the candidates' PAFs to be included in their WPAFs.	Mon 11 Sept
Department RTP Committees conduct classroom evaluation visits, write reports and provide visit reports to candidates and the RTP Coordinator for inclusion into the WPAFs of the RTP candidates. (Note, CBA §15.14 specifies that faculty being evaluated be provided notice of at least 5 days that a classroom visit is to take place and that there be consultation between the faculty member being evaluated and the individual who visits his/her class.)	Fri 22 Sept
WPAF closing date. RTP candidates submit their WPAFs to the RTP Coordinator.	Mon 25 Sept

RTP Coordinator reviews WPAFs and, if necessary, inserts missing material from prior RTP cycles and other appropriate evaluative documents from the PAFs of RTP candidates. RTP Coordinator notifies RTP candidates about documents that have been added to their WPAFs.		Mon 2 Oct	
RTP Coordinator makes WPAF binders and WPAFs available to the Department Chairs and the Department RTP Committees for review			
Department Chairs and Department RTP Committees write recommendations concerning RTP review of candidates and give written recommendations to the RTP Coordinator who incorporates recommendations into WPAFs.		Thurs 19 Oct	
RTP Coordinator notifies candidates that Department-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.		Fri 20 Oct	
Deadline for candidates to submit response/rebuttal to Department Chair and/or Department RTP Committee recommendation.		Mon 30 Oct	
RTP Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the next level of review.		Tues 31 Oct	
For candidates for retention who have served fewer than two (2) years of probation,	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion	Date
School Dean/Library Dean write recommendations concerning RTP review of candidates for retention who have served fewer than two (2) years of probation, and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Tues 14 Nov	School Dean/Library Dean write recommendations concerning RTP review of candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Mon 27 Nov
RTP Coordinator notifies candidates by email that Dean-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Wed 15 Nov	RTP Coordinator notifies candidates by email Dean-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Tues 28 Nov

For candidates for retention who have served fewer than two (2) years of probation,	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion,	Date
Deadline for candidates to submit response/rebuttal to Dean recommendation.	Mon 27 Nov	Deadline for candidates to submit response/rebuttal to Dean recommendation.	Fri 8 Dec
RTP Coordinator incorporates candidates for retention who have served fewer than two (2) years of probation , responses/rebuttals into the WPAFs and makes WPAFs available to the Senate RTP Level Review	Tues 28 Nov	RTP Coordinator incorporates candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion responses/rebuttals into the WPAFs and makes WPAFs available to the Senate RTP Level Review	Mon 11 Dec
Senate RTP write recommendations concerning RTP review of candidates for retention who have served fewer than two (2) years of probation , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Mon 11 Dec	Senate RTP write recommendations concerning RTP review of candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs.	Wed 17 Jan
RTP Coordinator notifies candidates by email that Senate-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Tues 12 Dec	RTP Coordinator notifies candidates by email that Senate-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Thurs 18 Jan
Deadline for candidates to submit response/rebuttal to Senate RTP Committee recommendation.	Tues 26 Dec	Deadline for candidates to submit response/rebuttal to Senate RTP Committee recommendation.	Mon 29 Jan

For candidates for retention who have served fewer than two (2) years of probation,	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion	Date
RTP Coordinator incorporates candidates for retention who have served fewer than two (2) years of probation , responses/rebuttals into the WPAFs and makes WPAFs available to the Provost Level Review	Tues 26 Dec	RTP Coordinator incorporates candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion , responses/rebuttals into the WPAFs and makes WPAFs available to the Provost Level Review	Tues 30 Jan
Provost/VPAA reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for retention who have served fewer than two (2) years of probation , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates.	Tues 23 Jan	Provost/VPAA reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion , and gives written recommendation to RTP Coordinator who incorporates recommendations into WPAFs and makes copies for RTP candidates.	Mon 26 Feb
RTP Coordinator notifies candidates by email that Provost-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Wed 24 Jan	RTP Coordinator notifies candidates by email that Provost-level letters are available. Candidates have ten (10) calendar days (per CBA §15.5) following receipt of the recommendation to submit a written response or rebuttal.	Tues 27 Feb
Deadline for candidates to submit responses/rebuttals to the Provost's recommendations.	Mon 5 Feb	Deadline for candidates to submit responses/rebuttals to the Provost's recommendations.	Fri 8 March
RTP Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the President for review.	Tues 6 Feb	RTP Coordinator incorporates candidates' responses/rebuttals into the WPAFs and makes WPAFs available to the President for review.	Mon 11 March

For candidates for retention who have served fewer than two (2) years of probation,	Date	For candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion	Date
<p>President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for retention who have served fewer than two (2) years of probation, and writes decision letters.</p> <p>RTP Coordinator incorporates the decision letters into WPAFs, and notifies candidates</p> <p>Candidates have ten (10) calendar days from receipt of President's decision to request the President's reconsideration.</p>	<p>No later than Tue, 20 Feb (as per CBA §13.12)</p>	<p>President reviews WPAFs (including all completed reviews, recommendations, and any responses/rebuttals at each level of review) of candidates for retention who have served two (2) or more years of probation and candidates for tenure and promotion and writes decision letters.</p> <p>RTP Coordinator incorporates the decision letters into WPAFs, and notifies candidates.</p> <p>Candidates have ten (10) calendar days from receipt of President's decision to request the President's reconsideration</p>	<p>No later than Mon, 3 June (as per CBA §13.13)*</p>
<p>Candidates' deadline to request the President's reconsideration.</p>	<p>Fri, 1 March</p>	<p>Candidates' deadline to request the President's reconsideration.</p>	<p>Fri 14 June</p>