

RTP CALENDAR, AY 2024 - 2025 FACULTY PERFORMANCE REVIEW		
Due Date ¹	Activity	Details
Summer	Notify Faculty Required to Submit, or Eligible to Submit, a Dossier at Normal Time.	Faculty Services (FS) Emails
AUGUST		
Fri, Aug 30	Chairs' Deadline to Submit Names of Faculty Seeking Early Review (Please read S15-8 , Amendment J , prior to submitting)	Chair to FS (eFaculty@sjsu.edu)
	CHAIR PROVIDES ALL DEPARTMENT CANDIDATES A DETAILED DESCRIPTION OF THEIR ACADEMIC ASSIGNMENT See S15-7 , 5.2.2 ; Templates for Detailed Description of Academic Assignment: Assistant Professors and Associate Professors Candidates: Upload Chair's Detailed Description--and Optional Response if any--to Dossier.	Chair Issues Directly to Candidate. ² Candidate Uploads to Activities in eFaculty
SEPTEMBER		
Fri, Sep 6	DOSSIERS OPEN TO CHAIRS IN eFACULTY	Per S15-7, Chair Reviews Dossier in eFaculty (RPT); Chair Communicates Directly with Candidate to Improve the Dossier and make sure it is complete. See Required Items .
	Per S15-7, it is the responsibility of the chair to ensure that the evidence necessary for a full and fair evaluation is contained in the dossier. Chairs must, among other things: - Identify missing items for candidates to remediate - Assist with acquiring required items - Flag problematic evidence or claims for candidates to remediate - Help candidates organize their Dossier	
Fri, Sep 13	Unsolicited Materials Submission Deadline (see S15-7 , 5.4.4)	Other Parties to Chair
Tue, Sep 17	Chair Forwards Any Unsolicited Materials with Explanation	Chair to FS
Wed, Sep 18	Acceptance or Denial of Unsolicited Dossier Materials	FS via Email
	Current Fall Semester Course Information Updated in Dossiers	FS via eFaculty
Fri, Sep 27	Candidate Uploads Optional Response to Any Unsolicited Materials	Candidate via eFaculty
	OFFICIAL DOSSIER CLOSING AND SUBMISSION DATE Candidates "Regenerate" and Submit Dossiers. FS will lock dossiers.	Candidate via eFaculty
Mon, Sep 30	DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty
OCTOBER		
Mon, Oct 21	Committee Submits Recommendations ³ if Department Chair is Reviewing Separately. <i>Committee is allowed to submit each case earlier than this deadline.</i>	Dept. Committee via eFaculty

¹ All deadlines are 5:00pm unless 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.

Thu, Oct 24	Chair Submits Separate Review Recommendations (if Applicable)	Chair via eFaculty
	All Department Level Recommendations Submission Deadline	Chair/Comm. via eFaculty
Fri, Oct 25	DEPARTMENT LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
NOVEMBER		
Mon, Nov 4	Optional Response to Department Level Recommendations Due	Candidate via eFaculty
Tue, Nov 5	DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
DECEMBER		
Mon, Dec 2	Late-Add: Report College's Elected Committee Representative	Coll. Comm. Chair to FS
Thu, Dec 12	OPEN LATE-ADD REQUEST PERIOD	
	Late-Add: Charge Late-Add Committee	FS via Email
	Late-Add: Email intent to submit thru 1/23/25 to eFaculty@sjsu.edu	Candidate via Email
Fri, Dec 13	Submit College Committee Recommendations ³ <i>Committee may submit each case earlier than this deadline.</i>	Coll. Committee via eFaculty
JANUARY		
Thu, Jan 16	Dean Submits Recommendations	Dean via eFaculty
Tue, Jan 21	COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Jan 23	Late-Add: Intent to submit Deadline; Email eFaculty@sjsu.edu	Candidate via Email
Fri, Jan 24	CLOSE LATE-ADD - ALL ITEMS DUE FS will lock Late-Add Section	Candidate via eFaculty
Fri, Jan 31	Optional Response to College Level Recommendations Due	Candidate via eFaculty
FEBRUARY		
Mon, Feb 3	"UNANIMOUS" RETENTION DOSSIERS MOVE TO PROVOST; ALL OTHER DOSSIERS MOVE TO URTP COMMITTEE	FS via eFaculty
Thu, Feb 6	Provost Charges URTP Committee, Committee Organizes and Plans	FS arranges Meeting
Wed, Feb 12	Late-Add: Late-Add Committee Approves or Rejects Requests	LA Committee via eFaculty
Thu, Feb 13	URTP Voting Day 1 "First Wave"	URTP Committee
Fri, Feb 14	LATE-ADD: COMMITTEE DECISIONS SENT TO CANDIDATES	FS via eFaculty
Thu, Feb 20	URTP Voting Day 2 "First Wave"	URTP Committee
Thu, Feb 27	URTP Voting Day 3 "First Wave"	URTP Committee
Fri, Feb 28	Late-Add: Department Level Recommendation(s) Due	Chair/Comm. via eFaculty
MARCH		
Mon, Mar 3	LATE-ADD: DEPARTMENT LEVEL RECS. SENT TO CANDIDATES	FS via eFaculty/Email
	URTP "FIRST WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 6	URTP Voting Day 4 "Second Wave"	URTP Committee

Thu, Mar 13	URTP Voting Day 5 "Second Wave"	URTP Committee
	Late-Add: Optional Response to Department Recommendations Due	Candidate via eFaculty
	Optional Response to URTP "First Wave" Recommendations Due	Candidate via eFaculty
Fri, Mar 14	LATE-ADD: DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
	URTP "FIRST WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Thu, Mar 20	URTP Voting Day 6 "Second Wave"	URTP Committee
Mon, Mar 24	URTP "SECOND WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 27	URTP Voting Day 7 "Third Wave"	URTP Committee
	Late-Add: College Level Recommendations Due (Committee and Dean)	Coll. Comm. & Dean via eFaculty
Fri, Mar 28	LATE-ADD: COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
APRIL		
Tue, Apr 8	Optional Response to URTP "Second Wave" Recommendations Due	Candidate via eFaculty
	Late-Add: Optional Response to College Recommendations	Candidate via eFaculty
	LATE-ADD: DOSSIERS MOVE TO URTP	FS via eFaculty
Wed, Apr 9	URTP "SECOND WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Thu, Apr 10	URTP Voting Day 8 "Third Wave" (Including Late-Add)	URTP Committee
Thu, Apr 17	URTP Voting Day 9 "Third Wave" (Including Late-Add)	URTP Committee
Mon, Apr 21	URTP "THIRD WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
MAY		
Thu, May 1	Optional Response to URTP "Third Wave" Recommendations Due	Candidate via eFaculty
Fri, May 2	URTP "THIRD WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Fri, May 30	RELEASE PROVOST'S FINAL DECISIONS TO CANDIDATES	FS via eFaculty/Email
JUNE		
Fri, Jun 6	Submit WPAF Items to Personnel Action Files	FS

Note: FS prepared this calendar following CFA-CSU CBA and University Policies. Send inquiries to eFaculty@sjsu.edu.

Color Legend

Chair
Candidate
Dept. Committee
College Committee
LA Committee
URTP Committee