

**DIVISION OF STUDENT AFFAIRS AND CAMPUS DIVERSITY
PERFORMANCE REVIEW
COMPLETE TIME SCHEDULE AY 2025-2026**

The Division RTP Representative can provide information on the type of evaluation process each faculty member is required to undergo.

FRI, AUG 1, 2025	Faculty Advancement distributes <i>Faculty Evaluations Master Schedule</i> to colleges. Units may begin creating cases in Interfolio.
FRI, AUG 22, 2025	Candidates are encouraged to notify departments of their intention to request promotion by this date.
MON, SEP 1, 2025	Labor Day Holiday (Campus Closed)
FRI, SEP 6, 2025	Division must submit the names of division committee members to Faculty Advancement.
MON, SEP 22, 2025	WPAF Submission Deadline. All candidates undergoing a performance review for reappointment, tenure, and/or promotion must submit the completed Working Personnel Action File (WPAF) via Interfolio by this date.
FRI, OCT 3, 2025	WPAF Closing Date. Peer review committee member must complete validation by this date and before the evaluation process begins. Division Peer Review Committee is responsible for ensuring that the WPAF is properly validated by using the university Validation Check Sheet for the WPAF, as well as any other relevant divisional policies. WPAFs can be released to begin the performance review process as soon as the validation process is complete. ***Note: Candidates must address corrections or omissions by the closing date.
WEDS, OCT 15, 2025	Faculty Advancement distributes <i>Statistical Summary of Promotions Report</i> .
TUES, NOV 11, 2025	Veteran's Day (Campus Closed)
NOV 27-28, 2025	Thanksgiving Break (Campus Closed)
DEC 23 - 26, 2025	Winter Break (Campus Closed)
THURS, JAN 1, 2026	New Year's Day (Campus Closed)
MON, JAN 5, 2026	Division Peer Review Committee sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
MON, JAN 19, 2026	Martin Luther King, Jr. Holiday (Campus Closed)
FRI, FEB 13, 2026	Final deadline for submission of additional material to the WPAF ("Late-Add").
FRI, MAR 13, 2026	Director sends recommendations to candidates; response/rebuttal due from candidates by date indicated in letter.
MAR 30 - APR 3, 2026	Spring Break and Cesar Chavez Day (Campus Closed on MAR 31)
FRI, MAY 15, 2026	Vice President for Student Affairs and Campus Diversity sends final decisions on behalf of the President.