

<b>RTP CALENDAR, AY 2024 - 2025 FACULTY PERFORMANCE REVIEW</b>		
<b>Due Date<sup>1</sup></b>	<b>Activity</b>	<b>Details</b>
Summer	Notify Faculty Required to Submit, or Eligible to Submit, a Dossier at Normal Time.	Faculty Services (FS) Emails
<b>AUGUST</b>		
<b>Fri, Aug 30</b>	Chairs' Deadline to Submit Names of Faculty Seeking Early Review (Please read <a href="#">S15-8</a> , <a href="#">Amendment J</a> , prior to submitting)	Chair to FS ( <a href="mailto:eFaculty@sjsu.edu">eFaculty@sjsu.edu</a> )
	<b>CHAIR PROVIDES ALL DEPARTMENT CANDIDATES A DETAILED DESCRIPTION OF THEIR ACADEMIC ASSIGNMENT</b> See <a href="#">S15-7</a> , <a href="#">5.2.2</a> ; Templates for Detailed Description of Academic Assignment: <a href="#">Assistant Professors</a> and <a href="#">Associate Professors</a> Candidates: Upload Chair's Detailed Description--and Optional Response if any--to Dossier.	Chair Issues Directly to Candidate. <sup>2</sup> Candidate Uploads to Activities in eFaculty
<b>SEPTEMBER</b>		
<b>Fri, Sep 6</b>	<b>DOSSIERS OPEN TO CHAIRS IN eFACULTY</b> 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	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 <a href="#">Required Items</a> .
	<b>Fri, Sep 13</b> Unsolicited Materials Submission Deadline (see <a href="#">S15-7</a> , <a href="#">5.4.4</a> )	Other Parties to Chair
<b>Tue, Sep 17</b>	Chair Forwards Any Unsolicited Materials with Explanation	Chair to FS
<b>Wed, Sep 18</b>	Acceptance or Denial of Unsolicited Dossier Materials	FS via Email
	Current Fall Semester Course Information Updated in Dossiers	FS via eFaculty
<b>Fri, Sep 27</b>	Candidate Uploads Optional Response to Any Unsolicited Materials	Candidate via eFaculty
	<b>OFFICIAL DOSSIER CLOSING AND SUBMISSION DATE</b> Candidates "Regenerate" and Submit Dossiers. FS will lock dossiers.	Candidate via eFaculty
<b>Mon, Sep 30</b>	<b>DOSSIERS MOVE TO DEPARTMENT LEVEL</b>	FS via eFaculty
<b>OCTOBER</b>		
<b>Mon, Oct 21</b>	Committee Submits Recommendations <sup>3</sup> if Department Chair is Reviewing Separately. <i>Committee is allowed to submit each case earlier than this deadline.</i>	Dept. Committee via eFaculty

<sup>1</sup> All deadlines are 5:00pm unless FS approves modifications.

<sup>2</sup> Academic terms herein, such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

<sup>3</sup> 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
<b>Fri, Oct 25</b>	<b>DEPARTMENT LEVEL RECOMMENDATIONS SENT TO CANDIDATES</b>	FS via eFaculty/Email
<b>NOVEMBER</b>		
Mon, Nov 4	Optional Response to Department Level Recommendations Due	Candidate via eFaculty
<b>Tue, Nov 5</b>	<b>DOSSIERS MOVE TO COLLEGE LEVEL</b>	FS via eFaculty
<b>DECEMBER</b>		
Mon, Dec 2	Late-Add: Report College's Elected Committee Representative	Coll. Comm. Chair to FS
<b>Thu, Dec 12</b>	<b>OPEN LATE-ADD REQUEST PERIOD</b>	
	Late-Add: Charge Late-Add Committee	FS via Email
	Late-Add: Email intent to submit thru 1/23/25 to <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a>	Candidate via Email
Fri, Dec 13	Submit College Committee Recommendations <sup>3</sup> <i>Committee may submit each case earlier than this deadline.</i>	Coll. Committee via eFaculty
<b>JANUARY</b>		
Thu, Jan 16	Dean Submits Recommendations	Dean via eFaculty
<b>Tue, Jan 21</b>	<b>COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES</b>	FS via eFaculty/Email
Thu, Jan 23	Late-Add: Intent to submit Deadline; Email <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a>	Candidate via Email
<b>Fri, Jan 24</b>	<b>CLOSE LATE-ADD - ALL ITEMS DUE</b> FS will lock Late-Add Section	Candidate via eFaculty
Fri, Jan 31	Optional Response to College Level Recommendations Due	Candidate via eFaculty
<b>FEBRUARY</b>		
<b>Mon, Feb 3</b>	<b>"UNANIMOUS" RETENTION DOSSIERS MOVE TO PROVOST; ALL OTHER DOSSIERS MOVE TO URTP COMMITTEE</b>	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	<b>LATE-ADD: COMMITTEE DECISIONS SENT TO CANDIDATES</b>	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
<b>MARCH</b>		
<b>Mon, Mar 3</b>	<b>LATE-ADD: DEPARTMENT LEVEL RECS. SENT TO CANDIDATES</b>	FS via eFaculty/Email
	<b>URTP "FIRST WAVE" RECOMMENDATIONS SENT TO CANDIDATES</b>	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	<b>LATE-ADD: DOSSIERS MOVE TO COLLEGE LEVEL</b>	FS via eFaculty
	<b>URTP "FIRST WAVE" DOSSIERS MOVE TO PROVOST</b>	FS via eFaculty
Thu, Mar 20	URTP Voting Day 6 "Second Wave"	URTP Committee
Mon, Mar 24	<b>URTP "SECOND WAVE" RECOMMENDATIONS SENT TO CANDIDATES</b>	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	<b>LATE-ADD: COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES</b>	FS via eFaculty/Email
<b>APRIL</b>		
Tue, Apr 8	Optional Response to URTP "Second Wave" Recommendations Due	Candidate via eFaculty
	Late-Add: Optional Response to College Recommendations	Candidate via eFaculty
	<b>LATE-ADD: DOSSIERS MOVE TO URTP</b>	FS via eFaculty
Wed, Apr 9	<b>URTP "SECOND WAVE" DOSSIERS MOVE TO PROVOST</b>	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	<b>URTP "THIRD WAVE" RECOMMENDATIONS SENT TO CANDIDATES</b>	FS via eFaculty/Email
<b>MAY</b>		
Thu, May 1	Optional Response to URTP "Third Wave" Recommendations Due	Candidate via eFaculty
Fri, May 2	<b>URTP "THIRD WAVE" DOSSIERS MOVE TO PROVOST</b>	FS via eFaculty
Fri, May 30	<b>RELEASE PROVOST'S FINAL DECISIONS TO CANDIDATES</b>	FS via eFaculty/Email
<b>JUNE</b>		
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](mailto:efaculty@sjsu.edu).

Color Legend

Chair
Candidate
Dept. Committee
College Committee
LA Committee
URTP Committee