

**RTP CALENDAR, AY 2023 - 2024
FACULTY PERFORMANCE REVIEW**

Due Date¹	Activity	Details
Summer	Notify Faculty Required or Eligible to Submit a Dossier	Faculty Services (FS) Emails
AUGUST		
Wed, Aug 30	Chairs' Deadline to Submit Names of Faculty Seeking Early Review (Please read S15-8, Amendment J , prior to submitting names.)	Chair to FS
	CHAIR PROVIDES ALL DEPARTMENT CANDIDATES A DETAILED DESCRIPTION OF ACADEMIC ASSIGNMENT (Optional Templates for Assistant and Associate Professors)	Chair Issues Directly to Candidate ²
SEPTEMBER		
Fri, Sep 8	Upload Chair's Detailed Description... and Optional Response (if any)	Candidate via eFaculty
Tue, Sep 12	DOSSIERS OPEN TO CHAIRS IN eFACULTY	Chair Reviews Dossier in eFaculty (RPT); Chair Communicates Directly with Candidate
	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	
Wed, Sep 13	Unsolicited Materials Submission Deadline (see S15-7, 5.4.4)	Other Parties to Chair
Fri, Sep 15	Chair Forwards Any Unsolicited Materials with Explanation	Chair to FS
Mon, Sep 18	Acceptance or Denial of Unsolicited Dossier Materials	FS via Email
	Current Fall Semester Course Information Updated in Dossiers	FS via eFaculty
Thu, Sep 28	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
Fri, Sep 29	DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty
OCTOBER		
Fri, Oct 20	Committee Submits Recommendations ³ if Department Chair is Reviewing Separately. <i>Committee is allowed to submit each case earlier than this deadline.</i>	Committee via eFaculty
Tue, Oct 24	Chair Submits Separate Review Recommendations (if Applicable)	Chair via eFaculty
	All Department Level Recommendations Submission Deadline	Chair/Comm. via eFaculty
Wed, Oct 25	DEPARTMENT LEVEL RECS. SENT TO CANDIDATES	FS via eFaculty/Email
NOVEMBER		
Mon, Nov 6	Optional Response to Department Level Recommendations	Candidate via eFaculty
	DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
DECEMBER		
Fri, Dec 1	Late-Add: Report College's Elected Committee Representative	Coll. Comm. Chair to FS
Mon, Dec 11	OPEN LATE-ADD REQUEST PERIOD	
	Late-Add: Charge Late-Add Committee	FS via Email
	Late-Add: Email intent to submit thru 1/22/24 to eFaculty@sjsu.edu	Candidate via Email
Fri, Dec 15	Submit College Committee Recommendations ³ <i>Committee may submit each case earlier than this deadline.</i>	Committee via eFaculty
JANUARY		
Thu, Jan 18	Dean Submits Recommendations	Dean via eFaculty
Fri, Jan 19	COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Jan 25	Late-Add: Intent to submit Deadline; Email eFaculty@sjsu.edu	Candidate via Email

Fri, Jan 26	CLOSE LATE-ADD - ALL ITEMS DUE FS will lock Late-Add Section	Candidate via eFaculty
Wed, Jan 31	Optional Response to College Level Recommendations	Candidate via eFaculty
FEBRUARY		
Thu, Feb 1	"UNANIMOUS RETENTION" DOSSIERS MOVE TO PROVOST; ALL OTHER DOSSIERS MOVE TO URTP COMMITTEE	FS via eFaculty
	Provost Charges URTP Committee, Committee Organizes and Plans	FS arranges Meeting
Thu, Feb 8	URTP Voting Day 1 "First Wave"	URTP Committee
Fri, Feb 9	Late-Add: Late-Add Committee Approves or Rejects Requests	Committee via eFaculty
Mon, Feb 12	LATE-ADD: COMMITTEE DECISIONS SENT TO CANDIDATES	FS via eFaculty
	LATE-ADD: DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty
Thu, Feb 15	URTP Voting Day 2 "First Wave"	URTP Committee
Thu, Feb 22	URTP Voting Day 3 "First Wave"	URTP Committee
	Late-Add: Department Level Recommendation(s) Due	Chair/Comm. via eFaculty
Fri, Feb 23	LATE-ADD: DEPARTMENT LEVEL RECS. SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Feb 29	URTP Voting Day 4 "First Wave"	URTP Committee
MARCH		
Mon, Mar 4	URTP "FIRST WAVE" RECS. SENT TO CANDIDATES	FS via eFaculty/Email
	Late-Add: Optional Response to Department Recommendations	Candidate via eFaculty
Tue, Mar 5	LATE-ADD: DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
Thu, Mar 7	URTP Voting Day 5 "Second Wave"	URTP Committee
Thu, Mar 14	Optional Response to URTP "First Wave" Recommendations	Candidate via eFaculty
	URTP Voting Day 6 "Second Wave"	URTP Committee
	Late-Add: College Level Recommendations Due (Committee and Dean)	Comm. & Dean via eFaculty
Fri, Mar 15	URTP "FIRST WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
	LATE-ADD: COLLEGE LEVEL RECS. SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 21	URTP Voting Day 7 "Second Wave"	URTP Committee
Mon, Mar 25	URTP "SECOND WAVE" RECS. SENT TO CANDIDATES	FS via eFaculty/Email
	Late-Add: Optional Response to College Recommendations	Candidate via eFaculty
Tue, Mar 26	LATE-ADD: DOSSIERS MOVE TO URTP	FS via eFaculty
Thu, Mar 28	URTP Voting Day 8 "Third Wave" (Including Late-Add)	URTP Committee
APRIL		
Thu, Apr 11	Optional Response to URTP "Second Wave" Recommendations	Candidate via eFaculty
	URTP Voting Day 9 "Third Wave" (Including Late-Add)	URTP Committee
Fri, Apr 12	URTP "SECOND WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Mon, Apr 15	URTP "THIRD WAVE" RECS. SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Apr 25	Optional Response to URTP "Third Wave" Recommendations	Candidate via eFaculty
Fri, Apr 26	URTP "THIRD WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
MAY		
Fri, May 31	RELEASE FINAL DECISIONS	FS via eFaculty/Email
JUNE		
Fri, Jun 7	Submit WPAF Items to Personnel Action Files	FS

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.

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