

FACULTY INFORMATION BULLETIN

California State University, Bakersfield
Office of the Provost and Vice President for Academic Affairs

2024 / 2025 RTP / PERIODIC REVIEW CALENDAR

RTP and periodic review calendars are published at this time to allow faculty sufficient time to prepare their files for the three review cycles -- Post-Tenure Review, Retention/Tenure/Promotion Review, and Evaluation of Temporary Faculty. Policies and procedures governing review faculty may be found in Sections 305 and 306 of the *CSUB University Handbook* available on the CSUB Website at <https://www.csub.edu/senate/university-handbook>.

In all review cycles, faculty shall be provided a copy of any material to be placed in the Working Personnel Action File / RTP File at least five days prior to such placement.

I. POST-TENURE REVIEW

October 21, 2024
Monday, 5:00 p.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than faculty member. **Files are available to all faculty being evaluated.**

Any material to be added to a file after this time by anyone other than evaluating committees, administrators, or the faculty member involved is to be given to the appropriate Dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member requests in writing prior to that time that the information be inserted earlier.

October 25, 2024
Friday, 5:00 a.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File / RTP File. **Files are declared complete and are made available to department committees and department chairs.**

November 22, 2024
Friday, 5:00 p.m.

Completion of evaluations by department committees and department chairs.
Copies sent to faculty. Please ensure evaluation pages are numbered.

December 04, 2024
Wednesday, 5:00 p.m.

Rebuttals Due: Deadline for faculty to exercise option to submit written rebuttal statement or response to department review, and deadline for faculty to meet with department committee to discuss evaluation and recommendation. **Files forwarded to School Deans.**

January 21, 2025
Tuesday, 5:00 p.m.

Completion of evaluations by School Deans. Copies sent to faculty.

January 31, 2025
Friday, 5:00 p.m.

Rebuttals Due: Deadline for faculty to exercise option to submit written rebuttal statement or response to Dean's review, and deadline for faculty to meet with the Dean to discuss evaluation and recommendation.