

## 2024-25 ACADEMIC YEAR CALENDAR OF PERSONNEL PROCEDURES

### NOTES:

#### *Placing materials in a faculty member's Personnel Action File.*

All recommending agencies are reminded that Article 11.4 of the Faculty Collective Bargaining Agreement requires that any material to be placed in a Personnel Action File (PAF) must be provided to the affected faculty member at least five days prior to such placement.

#### *Faculty receipt of written evaluations.*

In addition, Section 635.2.2 of the CSUN *Administrative Manual* states (in part) that "A copy of the written evaluation and recommendation will be emailed to the faculty member's CSUN email address and otherwise made available upon request before being forwarded to a subsequent review level. The date of the email starts the ten (10) calendar day response period for the faculty member."

#### *Recommendations and rebuttal statements.*

Article 15.5 of the Faculty Collective Bargaining Agreement is also relevant and is quoted in its entirety as follows:

"At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statements shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This section shall not require that evaluation timelines be extended."

#### *Deadlines.*

The approved Calendar of Personnel Procedures sets forth dates by which actions must be taken by Department and College Personnel Committees, Department Chairs, College Deans, and the Provost and Vice President for Academic Affairs often with a specified deadline date "or earlier." Please note that Departments and Colleges may establish **earlier** deadlines for the dates when they begin deliberations on retention, tenure, and promotion (RTP), for the dates that recommendations must be made available to the candidates, or for other personnel matters. Departments must establish deadlines for submission of Professional Information Files (PIFs) to initiate the RTP process.

#### *Reappointment.*

If all recommendations for a faculty member in the third year or fifth year of probation are positive, then reappointment for the subsequent academic year is determined at the time the College-level recommendations are placed in the Personnel Action File.

**RTP** = Retention, Tenure, and Promotion

**PP&R** = Personnel Planning and Review Committee

**PIF** = Professional Information File

**PAF** = Personnel Action File

**3-6 YEAR REVIEW** = Includes faculty being reviewed for tenure and promotion.

**PTR** = Post-tenure Review (formally called Periodic Review of Tenured Faculty)

## **Deadlines and Dates for the 2024-25 Academic Year:**

1. **August 21 (Wed.) or earlier** – **Promotions Announcement Due from Provost.**  
The Provost and Vice President for Academic Affairs will announce promotions effective at the beginning of the 2024-25 academic year.
2. **August 28 (Wed.) or earlier** – **Department Personnel Policies and Procedures Distribution Due from Department Chair to Faculty.**  
Department Chairs will provide a copy of Department Personnel Policies and Procedures to all Department faculty.
3. **August 28 (Wed.)** – **Personnel Planning and Review Committee (PP&R) Meets.**  
The Personnel Planning and Review Committee will conduct its first meeting of the academic year.
4. **September 6 (Fri.) or earlier** – **Election of College Personnel Committees.**  
Election of College Personnel Committees and Chairs for the 2024-25 academic year.
5. **September 13 (Fri.) or earlier** – **Election of Department Personnel Committees.**  
Election of Department Personnel Committees and Chairs for the 2024-25 academic year.
6. **September 20 (Fri.)** – **Sabbatical Leave Applications from Faculty Due to Department Chair.**  
Last day for faculty to submit a sabbatical leave application for the 2025-26 academic year to the Department Chair or Program Director.
7. **September 27 (Fri.) or earlier** – **Leave Without Pay Return to Duty Notification for Spring Semester Due.**  
Faculty on leave without pay for Fall Semester 2024 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2025.
8. **September 30 (Mon.) or earlier** – **Begin Department Level Review and Deliberation on 2nd Year Faculty RTP Candidates**  
Last day for submission of Professional Information Files to Interfolio for 2<sup>nd</sup> year RTP candidates. Department Chairs and Department Personnel Committees are strongly encouraged to begin the review and deliberations on retention, tenure, and promotion for 2<sup>nd</sup> year candidates.
9. **October 1 (Tues.) or earlier** – **Preferred deadline for departments to notify students and faculty of opportunity to submit comments regarding faculty RTP candidates.**  
Preferred deadline for Department Chair or DPC Chair to notify students and faculty that they may provide written, identified, feedback regarding faculty RTP candidates.
10. **October 4 (Fri.) or earlier** – **Sabbatical Leave Evaluations from Department Due to Applicants.**  
Departments will forward all sabbatical leave applications accompanied by written evaluations to applicants. Copies of the applications and written evaluations are not forwarded to the College Personnel Committee until seven (7) calendar days after the original documents are forwarded.

11. **October 11 (Fri.) or earlier** – **Sabbatical Leave Applications from Department Due to College.**  
Departments will forward all sabbatical leave applications accompanied by written evaluations to the College Personnel Committees. Any written responses to the Department level evaluation from applicants will be submitted to the College Personnel Committee.
12. **October 11 (Fri.) or earlier** – **3-6 Year Candidates and Faculty Seeking Tenure or Promotion Must Declare the Type of RTP Review to Faculty Affairs and to Their Department Chair and Dean.**  
All 3-6 year RTP candidates and those seeking tenure or promotion must declare in writing the type of review they are seeking for the current year – retention, tenure, promotion, early promotion, early tenure, or promotion with tenure. This written statement from the candidate must be submitted to Faculty Affairs and to the Department Chair and Dean *before* deliberations begin.
13. **October 18 (Fri.) or earlier** – **Department RTP Recommendations Due to 2<sup>nd</sup>-Year Candidates.**  
Department Chairs and Department Personnel Committees will make their recommendations on retention available to second-year probationary faculty candidates. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.
14. **October 28 (Mon.) or earlier** – **Department RTP Recommendations of 2<sup>nd</sup>-Year Faculty Due to Deans.**  
Department Chairs will forward their recommendations and those of their Department Personnel Committees on retention of second-year probationary candidates to the Dean of their College. The Dean will transmit the Department recommendations, *including the results of final balloting*, to the Chair of the College Personnel Committee.
15. **November 1 (Fri.) or earlier** – **Department Personnel Policies and Procedures Revisions from Department Due to College.**  
Each Department will submit any revisions to its personnel procedures to the College Personnel Committee for approval for the following academic year.
16. **November 6 (Wed.) or earlier** – **Sabbatical Leave Recommendations from College Due to Applicant.**  
College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to applicants. Copies of the applications and written evaluations are not forwarded to the Dean until seven (7) calendar days after the original documents are forwarded.
17. **November 13 (Wed.) or earlier** – **Sabbatical Leave Applications from College Due to Dean.**  
College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.
18. **November 19 (Tues.) or earlier** – **Sabbatical Leave Recommendations from Dean Due to President.**  
College Deans will forward recommendations on sabbatical leave applications to the President.

19. **November 26 (Tues.) or earlier** – **Dean and College RTP Recommendations Due to 2<sup>nd</sup>-Year Candidates.**

The Dean and College Personnel Committee will make available their recommendations on retention of second-year probationary faculty to the candidates. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.

20. **November 29 (Fri.) or earlier** – **Begin Department Level Review and Deliberation on 3-6 Year Faculty RTP Candidates and Faculty Seeking Tenure or Promotion.** Last day for submission of Professional Information Files to Interfolio for 3-6 Candidates and those seeking tenure or promotion. Department Chairs and Department Personnel Committees are strongly encouraged to begin the review and deliberations on retention, tenure, and promotion, or notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. If earlier than December 1, Departments must establish a deadline for submission of PIFs to initiate the RTP process for their 3-6 year candidates.

21. **December 6 (Fri.) or earlier** – **All RTP Recommendations for 2<sup>nd</sup>-Year Candidates Due from Dean to Provost.**

College Deans will forward all recommendations on the retention of second-year probationary faculty candidates to the Provost and Vice President for Academic Affairs.

22. **December 10 (Tues.) or earlier** – **Approved College and Department Personnel Policies Due from College to Faculty Affairs.**

Each College Personnel Committee will submit approved revisions of College or Department Personnel Policies and Procedures, with its Chair's and its Dean's signature, to Faculty Affairs for review by PP&R and implementation the following academic year.

23. **December 16 (Mon.) or earlier** – **Appeals from 2<sup>nd</sup>-Year RTP Candidates Due to PP&R.**

Second-year probationary faculty members not recommended for retention by a College level reviewing agency may file an appeal with the Personnel Planning and Review Committee. All materials supporting the appeal must be submitted to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.

24. **January 3 (Fri.) or earlier** – **Sabbatical Leave Decisions from President Due to Applicants.**

The President will notify each sabbatical leave applicant of the decision on the proposal.

25. **January 17 (Fri.) or earlier** – **PP&R Decision on 2<sup>nd</sup>-Year Candidate Appeals Due to Appellants.**

The Chair of the Personnel Planning and Review Committee will make recommendation on retention, tenure, and promotion appeals available to second-year probationary faculty appellants.

26. **January 17 (Fri.) or earlier** – **Department RTP Recommendations for 3-6 Year Candidates and Faculty Seeking Tenure or Promotion Due to Candidates.**  
Department Chairs and Department Personnel Committees will make available their recommendations on retention, tenure, and promotion, or notice of a terminal year appointment to 3-6 year faculty candidates and those seeking tenure or promotion to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.
27. **January 24 (Fri.) or earlier** – **Emeritus Status Nominations Due to Department.**  
Emeritus status faculty nominations are due to the nominated faculty member's Department Personnel Committee or Department Emeritus Committee.
28. **January 28 (Tues.) or earlier** – **Department RTP Recommendations for 3-6 Year Candidates and Faculty Seeking Tenure or Promotion Due to Dean.**  
Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on retention, tenure, or promotion, and on notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. The Dean will transmit the Department recommendations, *including the results of final balloting*, to the Chair of the College Personnel Committee.
29. **January 29 (Wed.) or earlier** – **Discussion of 2<sup>nd</sup>-Year RTP Candidates by Provost and PP&R.**  
The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.
30. **January 31 (Fri.) or earlier** - **Exceptional Service to Students Award Due to Department.**  
The Exceptional Service to Students Award application, accompanied by a narrative and letter of support, is due to the Department Chair.
31. **February 7 (Fri.) or earlier** – **Provost Notifies 2<sup>nd</sup>-Year Candidates of RTP Decision.**  
The Provost and Vice President for Academic Affairs will notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2024-25 academic year.
32. **February 7 (Fri.) or earlier** – **Exceptional Service to Students Award Recommendation from Department Chair Due to College.**  
Department Chairs will forward all faculty Exceptional Service to Students Award applications, narratives, and letters of support accompanied by written recommendations to the College Dean.
33. **February 14 (Fri.) or earlier** – **Exceptional Service to Students Award Recommendation from Dean Due to Faculty Affairs.**  
College Deans will forward all faculty Exceptional Service to Students Award applications, narratives, letters of support, and the Dean's recommendations to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee (PP&R).

34. **February 21 (Fri.) or earlier** – **GRIF Applications from Faculty Due to Deans.**  
Faculty will submit GRIF applications to their Dean, with a copy to the Department Chair and the Research and Sponsored Programs office, for consideration for a GRIF appointment in the 2025-26 Academic Year.
35. **February 25 (Tues.) or earlier** – **Emeritus Status Recommendations from Department Due to College.**  
Departments will forward all faculty Emeritus status nominations accompanied by written recommendations to the College Dean.
36. **February 25 (Tues.) or earlier** – **Dean and College RTP Recommendations Due to 3-6 Year Candidates and Faculty Seeking Tenure or Promotion.**  
The Dean and College Personnel Committee will make available to 3-6 year candidates and those seeking tenure or promotion their recommendations on retention, tenure, and promotion, or notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.
37. **February 26 (Wed.) or earlier** – **Preferred Deadline for PTR candidates to submit required materials to Department.**  
Preferred deadline for submission of PTR review materials to be submitted by PTR Candidates to Department Chairs. The Department Peer Review Committee is strongly encouraged to begin the PTR review at this time.
38. **March 7 (Fri.) or earlier** – **College RTP Recommendations for 3-6 Year Candidates and Faculty Seeking Tenure or Promotion Due to Dean.**  
The Chair of the College Personnel Committee will transmit the recommendations of the College Personnel Committee, *including the results of final balloting*, to the Dean. The Dean of each College will forward to the Provost and Vice President for Academic Affairs all recommendations on retention, tenure, and promotion, or notice of a terminal year appointment for 3-6 year faculty candidates and those seeking tenure or promotion to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2025.
39. **March 7 (Fri.) or earlier** – **GRIF Recommendations from Department Due to Dean.**  
Department Chairs submit GRIF appointment recommendations (approval or denial) to the Dean, with a copy to the applicant.
40. **March 14 (Fri.) or earlier** – **Faculty Affairs Notifies Exceptional Service to Students Award Applicants of PP&R Decision**  
Faculty Affairs notifies each applicant of an approved or denied Exceptional Service to Students Award.

**Note: Spring Recess March 17-23, 2025**

41. **March 17 (Mon.) or earlier** – Appeals from 3-6 Year RTP Candidates and Faculty Seeking Tenure or Promotion Due to Faculty Affairs.  
Faculty members not recommended for retention, tenure, or promotion by a College level reviewing agency may file an appeal with the Personnel Planning and Review Committee. All materials supporting the appeal must submit to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.
42. **March 18 (Tues.) or earlier** – Emeritus Status Recommendations from Dean Due to Faculty Affairs.  
College Deans will forward all faculty Emeritus status nominations, Department Committee recommendations, and the Dean’s recommendations to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.
43. **March 28 (Fri.) or earlier** – GRIF Recommendations from Deans Due to the Research and Sponsored Programs office and Provost.  
The Dean submits recommendations for approval or denial of GRIF appointments to the Research and Sponsored Programs office and the Provost, with a copy to the applicant.
44. **March 28 (Fri.) or earlier** – Preferred Deadline for Department Personnel Committee’s PTR Evaluation to Candidate.  
The Department Peer Review Committee will provide a written report of the evaluation to the faculty member under review ten (10) days before it is sent to the College Dean and placed in the faculty member’s Personnel Action File.
45. **March 28 (Fri.) or earlier** – Leave Without Pay Return to Duty Notifications for Fall Semester Due.  
Faculty on leave without pay for the Spring Semester 2025 or the 2024-25 academic year will notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2025.
46. **April 10 (Thurs.) or earlier** – GRIF Decisions from Provost Due to Applicants.  
Provost notifies each applicant of an approved or denied GRIF appointment. If approved, the Provost specifies the amount of the GRIF salary differential. The decision letter is copied to the Dean and Department Chair.
47. **April 29 (Tues.) or earlier** – PP&R Recommendations on 3-6 Year Candidate and Faculty Seeking Tenure or Promotion Appeals Due to Appellants.  
The Chair of the Personnel Planning and Review Committee will make available the Committee's recommendation on retention, tenure, and promotion appeals to appellants.
48. **May 13 (Tues.) or earlier** – Post Tenure Review Evaluations from Dean Due to Faculty.  
College Deans will provide their written post-tenure review reports to faculty members.
49. **May 14 (Wed.) or earlier** – Provost Meets with PP&R Regarding RTP Cases.  
The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving 3-6 year probationary faculty members and those seeking tenure or promotion.

50. **May 14 (Wed.) or earlier** – **Post-Tenure Review Evaluations from Dean due to Faculty.**  
College Deans will provide their written post-tenure review reports to faculty members.
51. **June 1 (Sun.) or earlier** – **Provost Notifies 3-6 Year Candidates and Faculty Seeking Tenure or Promotion of RTP Decision.**  
The Provost and Vice President for Academic Affairs will formally notify 3-6 year faculty candidates and those seeking tenure or promotion whether the subsequent academic year is an additional probationary year, promotion to a higher rank, a first year of tenure, or a terminal year appointment effective for the 2025-26.
52. **June 1 (Sun.) or earlier** – **Applications for Additional Leave Without Pay Due to Provost.**  
Faculty on leave without pay for 2024-25 AY and who wish to apply for leave without pay for the 2025-26 AY shall submit their requests to the Provost and Vice President for Academic Affairs.