

**2026/2027 Faculty Personnel Action Dates**

**To All Faculty, Staff, and Administrators:**

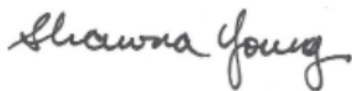
In accordance with Sections 13.5, 14.5 and 15.4 of the Collective Bargaining Agreement, and upon the recommendation of the University Faculty Personnel Committee, I hereby approve the attached 2026/2027 dates for submission of periodic evaluations, performance reviews, sabbatical and difference in pay leave applications, and applications for assigned time for exceptional service to the Department Personnel Committee, the College Personnel Committee, the University Faculty Personnel Committee, and the Professional Leave Committee as appropriate.

The complete schedule of faculty personnel actions for AY 2026/2027 is attached to this memorandum. It will also be posted on the Office of Academic Affairs website ([Administrative Memoranda | Cal Poly Humboldt](#)) and the Academic Personnel Services (APS) website ([Evaluations | Cal Poly Humboldt](#)). The evaluation review process is scheduled based on unalterable notification deadlines established by the CSU-CFA Collective Bargaining Agreement. The deadlines are intended to allow sufficient time for careful review at each level and cannot be extended.

Please refer to Appendix J of the *Humboldt Faculty Handbook* to review the criteria, policies and procedures for Retention, Tenure, and Promotion of probationary/tenured faculty; Appendix K for the criteria and processes by which temporary faculty may apply for elevation in range; or Appendix M for the "Personnel Policies and Procedures for Coaches." The Periodic Evaluation of Tenured Faculty (i.e., post-tenure review) policy may be accessed on the Campus Policies website ([Periodic Evaluation of Tenured Faculty Unit Employees | Cal Poly Humboldt](#)).

Questions regarding the personnel action dates or the evaluation process may be directed to Academic Personnel Services, x5086 or by email at [aps@humboldt.edu](mailto:aps@humboldt.edu).

Sincerely,



Shawna Young  
Interim Provost & Vice President for Academic Affairs

## 2026/27 PERSONNEL ACTION DATE (PAD) CALENDAR

### Periodic Evaluation of Probationary Faculty – (Groups I and II)

Applies to New Faculty and Continuing Faculty in the First Year of a Two-year Reappointment

**For New Faculty** – New faculty appointed in Fall 2026 and those appointed in Spring 2026 without service credit for Fall 2025 follow this schedule. Those appointed in Spring 2026 with service credit for Fall 2025 are subject to a full performance review and, therefore, shall submit a WPAF by August 27, 2026 following the **Group III** schedule.

**For Continuing Faculty** – Only faculty in the first year of a two-year reappointment complete a Periodic Evaluation following this schedule. Refer to your previous retention/reappointment letter to determine whether you should undergo a Periodic Evaluation or a Performance Review.

#### Personnel Action: Evaluation of new probationary faculty or continuing faculty in the first year of a two-year reappointment

Department Personnel Committee (IUPC) and Department Chair receive access to file	R	January 21
File closes at 5pm	R	January 28
IUPC sends recommendation addressed to the Dean to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	M	February 8
College Dean or Equivalent Administrator receives access to file	R	February 18
Dean or Equivalent Administrator sends evaluation to candidate and copied to PAF	R	February 25

**Note on Groups I and II:** As part of the Periodic Evaluation, each probationary candidate shall develop, in consultation with the department chair, a Professional Development Plan that describes a program of professional development in the three areas of performance for RTP. (Faculty Handbook, Appendix J, Section VI. C). Draft Professional Development Plans should be submitted to and reviewed by the department chair and Dean for feedback in the Fall term. Department Chair and Dean feedback should be incorporated into a final Professional Development Plan that is submitted as part of the Periodic Evaluation file.

### Performance Review for Retention of Probationary Faculty – Fall Schedule (Group III)

Applies to Probationary Faculty in the Second Year of a Two-year Appointment/Reappointment

Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation or a performance review. For those undergoing a performance review, your letter will also state whether you are required to follow the Fall (**Group III**) or Spring (**Group IV**) schedule.

#### Personnel Action: Retention of continuing probationary faculty on fall semester schedule

Department Personnel Committee (IUPC) and Department Chair receive access to file All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date	R	August 27
File closes at 5pm	R	September 3
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	F	September 18
CPC and Dean receive access to file	M	September 28
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	M	October 19
UFPC receives access to file	R	October 29
UFPC sends recommendation addressed to the Provost/Vice President to PAF	M	December 21
Provost/Vice President receives access to file	F	January 8*
Provost/Vice President's decision due to candidate and copied to PAF	M	February 15

\*The 10-day rebuttal period is extended to January 8th because of campus closure. If a meeting is requested and the recommending body is unable to meet due to the semester break, candidates may request further extension of the rebuttal period by contacting the UFPC Chair.

## Performance Review for Retention of Probationary Faculty – Spring Schedule (Group IV)

Applies to Probationary Faculty with a One-Year Reappointment

Refer to your previous retention/reappointment letter to determine whether you should undergo a periodic evaluation or a performance review. For those undergoing a performance review, your letter will also state whether you are required to follow the Fall (**Group III**) or Spring (**Group IV**) schedule.

### Personnel Action: Retention of continuing probationary faculty on spring semester schedule

Department Personnel Committee (IUPC) and Department Chair receive access to file <b>All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date</b>	F	January 15
File closes at 5pm	M	January 25
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	M	February 8
CPC and Dean receive access to file	R	February 18
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	M	March 8
UFPC receives access to file	R	March 25
UFPC sends recommendation addressed to the Provost/Vice President to PAF	R	April 29
Provost/Vice President receives access to file	M	May 10
Provost/Vice President sends decision to candidate and copied to PAF	T	June 1

## Performance Review for Tenure and Promotion (Group V)

Applies to Probationary Faculty in Their Sixth Probationary Year and  
Probationary Faculty Electing to Apply for Early Tenure\*

Faculty seeking an early tenure decision will be considered concurrently for retention; therefore, only one file should be submitted following the schedule below.

### Personnel Action: Retention with Tenure/Promotion

Department Personnel Committee (IUPC) and Department Chair receive access to file <b>All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date</b>	T	September 29
File closes at 5pm	T	October 6
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	T	October 20
CPC and Dean receive access to file	F	October 30
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	M	December 7
UFPC receives access to file	R	December 17
UFPC sends recommendation addressed to the Provost/Vice President to PAF	R	February 18
Provost/Vice President receives access to file	M	March 1
Provost/Vice President sends recommendation addressed to the President to the candidate and copied to PAF	T	April 6
President receives access to file	F	April 16
President sends tenure and/or promotion decision to the candidate and copied to PAF	T	June 1

\* Faculty applying for tenure early should consult Appendix J of the [Faculty Handbook](#) to verify their eligibility.

## Performance Review for Promotion of Tenured Faculty (Group VI)

Applies to Tenured Faculty Applying for Promotion

### Personnel Action: Promotion of Tenured Faculty

Department Personnel Committee (IUPC) and Department Chair receive access to file <b>All collegial and/or evaluative letters to be included in the file must be received by 11:59pm on this date</b>	R	October 29
File closes at 5pm	R	November 5
IUPC sends recommendation addressed to the College Personnel Committee (CPC) to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	F	December 11
CPC and Dean receive access to file	M	December 21
CPC sends recommendation addressed to the University Faculty Personnel Committee (UFPC) to PAF Dean sends recommendation addressed to the Provost/Vice President to PAF	W	February 3
UFPC receives access to file	M	February 15
UFPC sends recommendation addressed to the President to PAF	R	April 1
Provost/Vice President receives access to file	M	April 12
Provost/Vice President sends recommendation addressed to the President to the candidate and copied to PAF	M	May 17
President receives access to file	R	May 27
President sends promotion decision addressed to candidate and copied to PAF	T	June 15

## Range Elevation Application for Temporary Faculty (Group VII)

Applies to Temporary Faculty Applying for Range Elevation

### Personnel Action: Temporary Faculty Range Elevation Application

Department Personnel Committee (IUPC) and Department Chair receive access to file	R	February 4
File closes at 5pm	R	February 11
IUPC sends recommendation addressed to the Dean to PAF (paf@humboldt.edu) Department Chair sends recommendation addressed to the Dean to PAF (optional)	R	March 4
Dean receives access to file	M	March 22
Dean sends decision addressed to candidate to PAF	R	April 15

## Periodic Evaluation of Tenured Faculty - (Post-Tenure Review)

Applies to Tenured Faculty Every Five Years

### Personnel Action: Periodic Evaluation of Tenured Faculty

File closes at 5pm Department PTR Committee receives access to file	R	February 4
Department sends Post Tenure Review report addressed to the Dean to PAF	R	February 25
Dean receives access to file	M	March 8
Dean sends written report addressed to candidate and copied to PAF*	M	March 22

\* Per the CBA and [PTR Policy](#), the faculty member has the right to meet with the department PTR committee and/or dean at this stage.

## Periodic Evaluation of Temporary Faculty

Applies to Full-Time and 3-Year Lecturer Appointees\* and  
Part-Time Lecturers Appointed for Two or More Semesters

### Personnel Action: Periodic Evaluation of Temporary Faculty

Department Personnel Committee (IUPC) and Department Chair will receive access to relevant files by date listed	M	March 1
IUPC sends Periodic Evaluation addressed to the Dean to PAF (paf@humboldt.edu) <b>and</b> Department Chair sends recommendation addressed to the Dean to PAF (optional)	M	April 12
Dean sends Periodic Evaluation for 3-year and full-time lecturer appointees addressed to candidate to PAF <b>and</b> Department (IUPC or Chair) sends evaluations for Academic Year/Semester Lecturers to PAF	W	May 19

**\*Lecturer periodic evaluation materials will be filed in the Personnel Action File at least five (5) days after they are sent to the faculty member (CBA 11.4). Faculty may respond to materials in their Personnel Action File at any time (CBA 11.2).**

## Sabbatical and Difference in Pay (DIP) Leave

*Applications submitted in Academic Year 2026-27 are for leave to be taken during Academic Year 2027-28*

Applications due by 11:59pm and submitted via Google Form to Academic Personnel Services (APS).	M	October 5
Department chair receives access to application materials.	T	October 6
Department sends commentary regarding impact of the leave addressed to the University Library/College Dean to PAF ( <a href="mailto:paf@humboldt.edu">paf@humboldt.edu</a> ).	M	October 19
University Library/College Dean and Professional Leave Committee (PLC) (for Sabbatical) or Department Personnel Committee (for Difference in Pay) receive access to application materials	T	October 20
University Library/College Dean sends recommendation addressed to the Provost/Vice President (copied to Applicant) with reasons for approval or denial to PAF ( <a href="mailto:paf@humboldt.edu">paf@humboldt.edu</a> ).	M	November 2
PLC (for Sabbatical) or Department Personnel Committee (for Difference in Pay) sends recommendation addressed to the Provost/Vice President, with reasons for approval or denial, to PAF (copied to Applicant).		
<b>Note: Applicant responses listed below are not required</b> Applicant's response to the Dean's recommendation addressed to the Provost/Vice President sent to PAF.	M	November 9
Applicant's response to the recommendation of the Professional Leave Committee (Sabbatical) or Department Personnel Committee (Difference in Pay) addressed to the Provost/Vice President sent to PAF.		
Provost/Vice President receives access to application materials	T	November 10
Provost/Vice President sends decision, with reasons for approval or denial, to Applicant with a copy to PAF.	M	December 7
If applicable, applicant's request for reconsideration sent to Provost and copied to PAF.*	M	December 14

\* Provost's decision regarding reconsideration due to Applicant within five working days from the date of submission of the request for reconsideration.

## Assigned Time for Exceptional Service to Students

*Applications submitted in Academic Year 2026-27 are for assigned time to be used during Academic Year 2027-28*

Applications due to PAF ( <a href="mailto:paf@humboldt.edu">paf@humboldt.edu</a> )	F	February 26
Professional Leave Committee receives access to application materials submitted	M	March 1
Professional Leave Committee recommendations due to Provost	F	March 12
Provost/Vice President receives access to application materials		
Provost/Vice President decisions sent to applicants with copy to PAF	M	March 26

# **Appendix 1**

## **Definitions and Notes on Process**

- 1) The term "day" refers to calendar days.
- 2) Response periods are computed by excluding the first day and including the last day unless the last day is a holiday or other day the campus is not regularly open for business (CBA 2.11).
- 3) All file close deadlines are 5:00 PM on the date listed.
- 4) All materials, including lecturer periodic evaluation materials, will be filed in the Personnel Action File at least five (5) days after they are sent to the faculty member (CBA 11.4).
- 5) Faculty may respond to materials in their Personnel Action File at any time (CBA 11.2).
- 6) Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date schedule allows for this 10-day response period.
- 7) All committees and administrative reviewers, once given file access, will maintain file access through the end of the review cycle so that they may access written recommendations from prior and subsequent levels of review (CBA 15.11).
- 8) All file materials and recommendations should be sent to the Personnel Action File (PAF) inbox at [paf@humboldt.edu](mailto:paf@humboldt.edu).

## Appendix 2

### Personnel Action Date Calendars by Role

#### Department Chair

#### Calendar of AY 26/27 Personnel Action Dates

Group	File Access Date	Recommendation Letter Deadline	Personnel Action
Group III	August 27	September 18	Performance Review for Retention of Probationary Faculty
Sabbatical/DIP Leave	October 6	October 19	Department commentary on impact of Sabbatical or DIP Leave
Group V	September 29	October 20	Performance Review for Tenure and Promotion
Group VI	October 29	December 11	Performance Review for Promotion of Tenured Faculty
Group IV	January 15	February 8	Performance Review for Retention of Probationary Faculty
Group I and Group II	January 21	February 8	Periodic Evaluation of Probationary Faculty
Group VII	February 4	March 4	Range Elevation for Temporary Faculty
Full-Time and 3-year Lecturers	March 1	April 12	Periodic Evaluation of Temporary Faculty
Academic Year and Semester Lecturers		May 19	

#### Dean

#### Calendar of AY 26/27 Personnel Action Dates

Group	File Access Date	Recommendation Letter Deadline	Personnel Action
Group III	September 28	October 19	Performance Review for Retention of Probationary Faculty
Sabbatical/DIP Leave	October 20	November 2	Sabbatical or DIP Leave Recommendation
Group V	October 30	December 7	Performance Review for Tenure and Promotion
Group VI	December 21	February 3	Performance Review for Promotion of Tenured Faculty
Group I and Group II	February 18	February 25	Periodic Evaluation of Probationary Faculty
Post-Tenure Review	March 8	March 22	Periodic Evaluation of Tenured Faculty
Group IV	February 18	March 8	Performance Review for Retention of Probationary Faculty
Group VII	March 22	April 15	Range Elevation for Temporary Faculty
Full-Time and 3-year Lecturers	April 12	May 19	Periodic Evaluation of Temporary Faculty

**Provost**

**Calendar of AY 26/27 Personnel Action Dates**

<b>Group</b>	<b>File Access Date</b>	<b>Recommendation Letter Deadline</b>	<b>Personnel Action</b>
Sabbatical/DIP Leave	November 10	December 7	Sabbatical or DIP Leave Decision
Group III	January 8	February 15	Performance Review for Retention of Probationary Faculty
Group V	March 1	April 6	Performance Review for Tenure and Promotion
Assigned Time for Exceptional Service	March 12	March 26	Assigned Time for Exceptional Service Decision
Group VI	April 12	May 17	Performance Review for Promotion of Tenured Faculty
Group IV	May 10	June 1	Performance Review for Retention of Probationary Faculty

**President**

**Calendar of AY 26/27 Personnel Action Dates**

<b>Group</b>	<b>File Access Date</b>	<b>Decision Letter Deadline</b>	<b>Personnel Action</b>
Group V	April 16	June 1	Performance Review for Tenure and Promotion
Group VI	May 27	June 15	Performance Review for Promotion of Tenured Faculty

**Department/Initiating Unit Personnel Committee (IUPC)**

Calendar of AY 26/27 Personnel Action Dates

<b>Group</b>	<b>File Access Date</b>	<b>Recommendation Letter Deadline</b>	<b>Personnel Action</b>
Group III	August 27	September 18	Performance Review for Retention of Probationary Faculty
Group V	September 29	October 20	Performance Review for Tenure and Promotion
DIP Leave	October 20	November 2	DIP Leave Recommendation
Group VI	October 29	December 11	Performance Review for Promotion of Tenured Faculty
Group IV	January 15	February 8	Performance Review for Retention of Probationary Faculty
Group I and Group II	January 21	February 8	Periodic Evaluation of Probationary Faculty
Post-Tenure Review	February 4	February 25	Periodic Evaluation of Tenured Faculty
Group VII	February 4	March 4	Range Elevation for Temporary Faculty
Full-Time and 3-year Lecturers	March 1	April 12	Periodic Evaluation of Temporary Faculty
Academic Year and Semester Lecturers		May 19	

**College Personnel Committee (CPC)**

Calendar of AY 26/27 Personnel Action Dates

<b>Group</b>	<b>File Access Date</b>	<b>Recommendation Letter Deadline</b>	<b>Personnel Action</b>
Group III	September 28	October 19	Performance Review for Retention of Probationary Faculty
Group V	October 30	December 7	Performance Review for Tenure and Promotion
Group VI	December 21	February 3	Performance Review for Promotion of Tenured Faculty
Group I and Group II	February 18	February 25	Periodic Evaluation of Probationary Faculty
Group IV	February 18	March 8	Performance Review for Retention of Probationary Faculty
Group VII	March 22	April 15	Range Elevation for Temporary Faculty

**University Faculty Personnel Committee (UFPC)**

Calendar of AY 26/27 Personnel Action Dates

<b>Group</b>	<b>File Access Date</b>	<b>Recommendation Letter Deadline</b>	<b>Personnel Action</b>
Group III	October 29	December 21	Performance Review for Retention of Probationary Faculty
Group V	December 17	February 19	Performance Review for Tenure and Promotion
Group VI	February 15	April 1	Performance Review for Promotion of Tenured Faculty
Group IV	March 25	April 29	Performance Review for Retention of Probationary Faculty

**Professional Leave Committee (PLC)**  
Calendar of AY 26/27 Personnel Action Dates

<b>Group</b>	<b>File Access Date</b>	<b>Recommendation Letter Deadline</b>	<b>Personnel Action</b>
Sabbatical Leaves	October 20	November 2	Sabbatical Leave Recommendation
Assigned Time for Exceptional Service	March 1	March 12	Assigned Time for Exceptional Service Recommendation