

CALIFORNIA STATE COLLEGE, BAKERSFIELD
Office of the Vice President

FACULTY INFORMATION BULLETIN
13 September 1983

Valid?

1. RPT CALENDAR FOR 1983/84 -- Preliminary

The RPT calendar for 1983/84 is published at this time in order to provide sufficient advance notice to faculty who may be on leave next year so that they and others will have ample time to activate their files. Faculty who are on leave have the responsibility of notifying the chair of their unit committee of their intentions.

SCHEDULE FOR SECOND YEAR FACULTY MEMBERS
REQUIRING LETTERS BY
15 December 1983

19 September 1983, Monday, 5:00pm	Advertise and activate student consultation panels.
26 September 1983, Monday, 8:00am	Last opportunity for insertion of "original file" material (including student panel evaluations) in folders by anyone other than faculty members; folders made available to all faculty being evaluated. Any material to be added to a folder after this time by anyone other than evaluating committees and administrators and 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 three days before inserting it into the folder, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.
3 October 1983, Monday, 8:00am	End of period in which faculty member has access to file and opportunity to insert "original file" material in folder.
7 October 1983, Friday, 5:00pm	Folders made available to unit committee.
14 October 1983, Friday, 5:00pm	Completion of work by unit committees. Folders made available to school committees.
21 October 1983, Friday, 5:00pm	Completion of work by school review committees. Folders sent to deans.
28 October 1983, Friday, 5:00pm	Completion of evaluation by deans. Folders sent to Vice President.
	Completion of evaluation by Vice President. Files to College Review Committee.