

State of California  
**Memorandum**


**CAL POLY**

SAN LUIS OBISPO  
CA 93407

**TO:** Deans and Department Heads/Chairs

**Date:** September 11, 2009

**File:** V:Furlough/periodic review

**From:**   
Michael H. Suess  
Associate Vice President for Academic Affairs

**Copies:** R. Koob  
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**Subject:** Partial Moratorium on Periodic Reviews

We have been working with local CFA representatives during the summer months to implement the furlough program. One suggestion that Provost Koob has approved is a partial moratorium on periodic reviews for the 2009-10 academic year. The purpose of this memorandum is to advise you of this decision for planning purposes. A partial moratorium on periodic reviews is intended to reduce workload for eligible candidates, faculty committee members, and department heads/chairs.

For those of you who are new department heads/chairs, periodic reviews are scheduled for probationary faculty members not undergoing full performance review (usually 1<sup>st</sup> year tenure track faculty), full and part-time lecturers, and faculty subject to post-tenure review. Periodic reviews commence in early January and the Academic Personnel office provides eligibility lists and timetables in early October.

The partial moratorium applies to lecturers and faculty subject to post-tenure review. A periodic review will not be conducted for full- and part-time lecturers nor faculty scheduled for post-tenure review, unless the faculty member requests in writing that such a periodic review be conducted. Department heads/chairs and deans may also request that periodic reviews be conducted in specific situations. Lecturers in particular should be aware that if a periodic review is not conducted this year, then information in their Personnel Action File will be used for careful consideration of future appointments.

The partial moratorium does not apply to probationary faculty. Probationary faculty will undergo periodic review unless they are subject to performance review.

Welcome back. We look forward to working with you as we address new and continuing challenges this academic year. Questions can be referred to me, or Al Liddicoat at 6-6574.