

Quick Glance: Personnel Action Timetable for Academic Year 2012-2013

The full University Personnel Action Timetable is available at www.csu.edu/apca. The dates listed are when the materials MUST BE SUBMITTED to the next review level, e.g., for promotion the DPC submits a recommendation to the department chairperson by October 22. Grey shaded areas are contract designated reporting dates.

Unit A – Tenured and Tenure Track Actions							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion	8/27/12	9/07/12	10/1/12	10/22/12	11/14/12	12/5/12	1/21/13
PAI	8/27/12	9/07/12	10/1/12	10/22/12	11/14/12	12/5/12	1/21/13
1 st Year		1/16/13	1/31/13	2/13/13	3/1/13	3/19/13	4/1/13
*2 nd , 3 rd Yr		8/29/12	9/13/12	10/1/12	10/22/12	11/14/12	12/15/12
4 th , 5 th Yr		2/1/13	2/22/13	3/7/13	3/28/13	4/18/13	5/15/13
Tenure	Exceptionality 12/12/12	1/21/13	2/4/13	2/27/13	3/15/13	4/5/13	4/19/13 BOT on @ 5/10/13 Notify by 6/1/13
Sabbatical & Paid Leaves	10/15/12			11/7/12	11/20/12		12/19/12
Final Four, Sick Leave Buyout	9/14/12						
Summer Teaching	9/14/12			Courses by 10/10/12			Committee Approves 12/12/12 Provost set Rotation by 2/1/13
Faculty Excellence Award		3/1/13					5/3/13
Tenured Faculty Annual Evaluation		3/1/13		3/20/13	4/16/13		To Provost by 5/3/13
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/13			3/1/13 Chairs notifies: place on roster 4/1/13	3/20/13		Copies to Provost by 4/1/13
Annual Evaluation		2/22/13		3/20/13	4/23/13		President notifies: re-hire 5/20/13
Final Four, Sick Leave Buyout [full-time]	9/14/12						
Summer Teaching [full-time]	9/14/12			Placed on roster by 11/1/12			Committee Approves 12/12/12
Admin. Ed. Leave (Multi Yr Lecturers)	10/15/12			11/7/12	11/20/12		12/19/12
Unit B - Academic Support Professionals							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation & Retention	5/1/13			5/10/13	5/24/13		6/15/13
Work Plans	2/15/13	2/15/13		3/1/13	To Provost 3/15/13		Provost Approves 6/01/13
Admin. Ed. Leave & Retraining Leave (non-civil service)	10/15/12			11/7/12	11/2012		12/19/12

*All 2nd Year Retention apply in Year 2 including those with advanced standing evaluated at higher probationary standards.