

**CHICAGO STATE UNIVERSITY  
UNIVERSITY TIMETABLE  
ACADEMIC SUPPORT PROFESSIONALS**

**ACADEMIC SUPPORT PROFESSIONALS – UNIT B (1)**

**NON-CIVIL SERVICE TECHNICAL SUPPORT EMPLOYEES – UNIT C (2)**

**TECHNCIAL SUPPORT EMPLOYEES – UNIT C (3)**

**2011-2012**

1. Assignment of Duties
2. Retention
3. Administrative Educational Leave
4. Retraining Leave

(1)

**PERSONNEL ACTIONS**  
**ASSIGNMENT OF DUTIES**  
2012-2013

February, Academic Support Professionals and supervisors meet to discuss  
schedules,  
24, 2012 (F) work loads, assignments, duties and responsibilities. Annual work plan is  
developed for each academic support professional.

March Work plans are submitted to supervisor/chair  
12, 2012 (M)

April Work plans are submitted to dean for approval.  
11, 2012 (W)

May Dean submitted to Vice President/Provost.  
25, 2012 (F)

June Appropriate University Vice President approves work plan.  
1, 2012 (F)  
Employees receive their official work plan for 2012-2013 (Effective July 1,  
2012).

(2)  
**ANNUAL RETENTION**  
**2011-2012**

Each Academic Support Professional and Unit C employee shall be evaluated annually by her/his supervisor as specified in Article 33, Section 33.2B Evaluation and Evaluation Criteria and Article 34- Retention of Academic Support Professionals and in Article 45, Evaluation and Evaluation Criteria and Article 46- Retention of Technical Support Employees.

6<sup>th</sup> month Year One Employment. Evaluations in the first year of employment shall occur in the sixth month of employment.

Regardless of the date of initial appointment, the calculation of years of employment will be based on a year of July 1<sup>st</sup> through June 30<sup>th</sup>, provided:

July 3<sup>rd</sup> to Dec. 31<sup>st</sup> Academic Support Professionals, Non-Civil Service and Technical Support hired employees between January 1<sup>st</sup> and June 30<sup>th</sup> enter the second year of service on July 1<sup>st</sup>

January 3<sup>rd</sup> to June 29<sup>th</sup> Academic Support Professionals, Non-Civil Service and Technical Support employees hired between these dates enters the second year of service.

February 1<sup>st</sup> Notice of non-retention (Article 34.2, 46.2 and 46 .3). Recommendation for non-retention of Administrative Technical Support Employees and Academic Support staff are made because of departmental need, reorganization, or unsatisfactory performance of assigned duties. Notice of non-retention is made by February 1<sup>st</sup>, prior to the expiration of the current appointment. Notice of non-retention of Civil Service employees in Unit B and Unit C follows the statues and rules of the Illinois State University Civil Service System.

April 2<sup>nd</sup> to May 1<sup>st</sup> Annual evaluation period of all employees.

In the employee's first, second, third, fourth, fifth, and each subsequent second year of employment in an academic support position or as a non-civil service technical support employees in the bargaining unit, the employee's annual evaluation shall include a recommendation for or against retention (Article 34.1.d and 46.1.d).

Employees in the sixth and each subsequent second year of service who have been recommended for retention receive a two-year appointment.

May 11<sup>th</sup> Chair/Supervisor, if any, shall submit a written retention recommendation to the appropriate dean.

May 25<sup>th</sup> Dean/Director, if any, submits written recommendation to the University Vice President.

June 1<sup>st</sup> The University Vice President reviews the recommendation with the President.

June 15<sup>th</sup> The President notifies the employee in writing decisions regarding retention for 2012-2013. For employees receiving retention in the sixth and each subsequent two-year periods, the recommendation is for two-year appointments, all others are recommendation for one-year periods.

(3)

**ADMINISTRATIVE EDUCATIONAL LEAVE**

**2012-2013** (Apply in 2011)

(Articles 39.2 and 51.2)

October,2011 17 <sup>th</sup> (M)	All employees submit applications on official forms to their immediate supervisors.
November 7 <sup>th</sup> (M)	Supervisors will recommend each proposal received as "acceptable" or " unacceptable",* and forward <u>all</u> proposals to the appropriate dean/director, if applicable.
November 30 <sup>th</sup> (W)	Deans/directors, if applicable, will recommend each proposal received as "acceptable" or "unacceptable"* and forward <u>all</u> proposals to the appropriate University Vice President.  Appropriate University Vice President will recommend each proposal received as "acceptable" or "unacceptable"* and forward <u>all</u> proposals to the Associate Vice President for Academic Affairs and Contract Administration, who submits the applications and recommendation to the Provost for the President's decision.
December 20 <sup>th</sup> (T)	The President will announce the name(s) of the Academic Support Professionals, Non-Civil Service Technical Support employees, and employees who have been awarded an administrative educational leave.

(4)

**RETRAINING LEAVES**

2012-2013 (apply in 2011)  
(Articles 39.3 and 51.3)

October,2011 17 <sup>th</sup> (M)	Academic Support Professionals and Non-Civil Service Technical Support submit applications on official forms to their immediate supervisor.
November 7 <sup>th</sup> (M)	Supervisors provide a recommendation, supported by written reasons,for each application based on University programmatic needs. <u>All</u> applications are forwarded to the appropriate dean/director.
November 30 <sup>th</sup> (W)	Deans/Directors provide a recommendation, supported by written reasons for each application based on University programmatic needs. <u>All</u> applications are forwarded to the Vice President.  The appropriate University Vice President provides a recommendation, supported by written reasons, for each application based on University programmatic needs. <u>All</u> applications are forwarded to the President, via the Provost.
December 20 <sup>th</sup> (T)	The President acts on the recommendations presented by the appropriate University Vice President and notifies each employees of the decisions.

(5)

ANNUAL EVALUATION PROCEDURES  
2011-2012  
(Articles 33.2 and 45.1)

- 30 days      Change in Supervisor or Appointment. Within thirty days of appointment, reorganization or change in supervisor, a job description, work plan and description of materials and methods used to evaluate performance must be completed.
- 6<sup>th</sup> Month      Year One Employment. Evaluation in the first year of employment occurs in the sixth month of employment.
- May 1, 2012      Each Academic Support Professionals shall be evaluated annually by her/his supervisor by May 1, 2012.  
-Evaluation based upon performance of duties in job description and work plan.  
-Copies of the evaluation are placed in personnel file.  
-Evaluations in the first, second, third, fourth, fifth and subsequent 2<sup>nd</sup> year of employment shall include a recommendation for retention or non-retention.
- May 25<sup>th</sup> (F)      Dean/Director, if any, shall submit a written retention recommendation to the appropriate University Vice President.
- June 1<sup>st</sup> (F)      The University Vice President reviews the recommendation with the President.
- June 15<sup>th</sup> (F)      The President notifies the employee in writing decisions regarding retention.