

## Quick Glance – 2009 - 2010 Personnel Action Timetable

Contract Period: 8/15/09 to 5/18/10. The full University Personnel Action Timetable is available at [www.csu.edu/provost/apca](http://www.csu.edu/provost/apca).

Unit A – Tenured and Tenure Track Actions - Submit materials to the next person by the dates listed below, i.e., YR 1 submitted to DPC by 1/22/10 and DPC submits to Chair by 2/2/10.							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion to Professor	8-28-09	9-08-09	9-18-09	10-1-09	10-15-09	11-03-09	12-15-09
Promotion to Asst. & Assoc.	9-17-09	9-29-09	10-20-09	11-02-09	11-16-09	12-03-09	12-15-09
PAI	10-08-09	10-22-09	11-12-09	12-03-09	1-04-10	1-26-10	2-26-10
1 <sup>st</sup> Year*		1-22-10	2-02-10	2-17-10	2-02-10	3-12-10	4-01-10
2 <sup>nd</sup> & 3 <sup>rd</sup> Yr*		9-15-09	9-30-09	10-16-09	10-30-09	11-20-09	12-15-09
4 <sup>th</sup> & 5 <sup>th</sup> Yr*		2-02-10	2-15-10	3-05-10	3-31-10	4-16-10	5-07-10
Tenure		1-22-10	2-12-10	2-23-10	3-23-10	4-12-10	4-30-10
Sabbatical & Paid Leaves	10-13-09			11-12-09	12-04-09		1-15-10
Final Four	9-15-09						
Summer & Intersession Teaching	9-15-09			Place on Roster by 11-01-09			Summer School Committee Course Approved 12-14-09
Faculty Excellence Award		3-03-10				Committee Submits 4-15-10	4/30/10
Tenured Faculty Annual Evaluation		4-15-10		4-30-10	To Provost: 5-07-10		6/1/10
Unit B – Lecturers - Submit to the next person by the dates listed below, i.e., Leave Request submitted to Chair by 10/13/09.							
Action	Apply	Submit	DPC	Chair/Dir.	Dean	Provost	President
Retention – request re-employ	2-15-10			3-15-10 [Place on Roster by 4/01/10]	4-10-10	4-15-10	5-01-10
Annual Evaluation		2-15-10		4-01-10	4-15-10		6-01-10
Admin. Ed. Leave & Retraining Leave	10-13-09			11-12-09	12-04-09		1-15-10
Final Four [full-time]	9-15-09						
Summer & Intersession Teaching [full-time]	9-15-09			Place on Roster by 11-01-09			Summer School Committee Course Approved 12-14-09
Unit B - ASPs & Unit C – Technical Support Employees - Submit to the next person by the dates listed below, i.e., work plans to chair/supervisor by 3/26/10 and to dean or VP by 4/14/10 and to Provost by 5/1/10.							
Action	Apply	Submit		Chair/Dir.	Dean/V-P	To Provost	President
Annual Evaluation	4-10-10		Contract 4/1 – 5/1	4-10-10	4-15-10	5-01-10	6-15-10
Work Plans	2-26-10	3-26-10		4-01-10	4-15-10	5-01-10	6-01-10
Admin. Ed. Leave & Retraining Leave (non-civil service)	10-13-09			11-12-09	12-04-09		1-15-10

\*Chronological years at CSU, regardless of Probationary Year standing  
 Gray Shaded Areas – Contractual specified due dates. Materials are due by that date.