

Quick Glance – 2010 - 2011 Personnel Action Timetable

Contract Period: 8/15/10 to 5/18/11. The full University Personnel Action Timetable is available at 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 1/22/11 and DPC submits to Chair by 2/2/11.							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion to Professor	8-27-10	9-08-10	9-17-10	10-1-10	10-15-10	11-03-10	12-15-10
Promotion to Asst. & Assoc.	9-17-10	9-29-10	10-20-10	11-02-10	11-16-10	12-03-10	12-15-10
PAI	10-08-10	10-22-10	11-12-10	12-03-10	1-14-11	1-26-11	2-25-11
1 st Year*		1-21-11	2-02-11	2-17-11	3-02-11	3-11-11	4-01-11
2 nd & 3 rd Yr*		9-15-10	9-30-10	10-15-10	10-29-10	11-19-10	12-15-10
4 th & 5 th Yr*		2-02-11	2-15-11	3-07-11	3-31-11	4-15-11	5-06-11
Tenure		1-21-11	2-10-11	2-23-11	3-23-11	4-12-11	4-29-11
Sabbatical & Paid Leaves	10-13-10			11-12-10	12-03-10		1-14-11
Final Four	9-15-10						
Summer & Intersession Teaching	9-15-10			Place on Roster by 11-02-10			Summer School Committee Course Approved 12-14-10
Faculty Excellence Award		3-03-11				Committee Submits 4-15-11	5-02-11
Tenured Faculty Annual Evaluation		4-15-11		4-29-11	To Provost: 5-13-11		6-01-11
Unit B – Lecturers - Submit to the next person by the dates listed below, i.e., Leave Request submitted to Chair by 11/13/10.							
Action	Apply	Submit	DPC	Chair/Dir.	Dean	Provost	President
Retention – request re-employ	2-15-11			3-14-11 [Place on Roster by 4/01/11]	4-10-11	4-15-11	5-01-11
Annual Evaluation		2-15-11		4-01-11	5-13-11		6-01-11
Admin. Ed. Leave & Retraining Leave	10-13-10			11-12-10	12-03-10		1-15-11
Final Four [full-time]	9-15-10						
Summer & Intersession Teaching [full-time]	9-15-10			Place on Roster by 11-01-10			Summer School Committee Course Approved 12-14-10
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 3/26/11 and to dean or VP by 4/14/11 and to Provost by 5/1/11.							
Action	Apply	Submit		Chair/Dir.	Dean/V-P	To Provost	President
Annual Evaluation	4-10-11		Contract 4/1 – 5/1	4-14-11	5-06-11	5-13-11	6-15-11
Work Plans	2-25-11	3-25-11		4-14-11	5-06-11	5-13-11	6-01-11
Admin. Ed. Leave & Retraining Leave (non-civil service)	10-13-10			11-12-10	12-03-10		1-15-11

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