CHICAGO STATE UNIVERSITY  
2021-2022 UNIVERSITY TIMETABLE  
FOR PERSONNEL ACTIONS

**Unit A:**  
*Tenured/Tenure Track* – Teaching Professionals and Resource Professionals  
*Non-Tenure Track* – Clinical and Research Faculty

**Unit B:**  
*Non-Tenure Track* – Full and Part-Time Lecturers, Clinical Faculty, and Academic Support Professionals

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### Teaching Faculty, Resource Professionals, Clinical and Research Faculty

- **Sept. 7, 2021**  
  Unit A – *Apply* for **Promotions & PAI** by submitting Letter of Intent to Chairperson & Contract Administrator

- **Sept. 10, 2021**  
  Unit A & Unit B (Full-time) – *Apply* for Summer 2022 Teaching Assignment by submitting request to Chairperson

- **Sept. 10, 2021**  
  Unit A – *Submit 2nd & 3rd Year Retention Portfolio* [Including 2nd Year Faculty with advanced standing]

- **Sept. 10, 2021**  
  Unit A & Unit B (Full-time) – *Apply* for Final Four Declaration of Retirement & Sick Leave Salary Credit

- **Sept. 24, 2021**  
  Unit A – *Submit Promotions & PAI Portfolios*

- **Sept. 30, 2021**  
  Unit A – *Submit 2022 – 2023 Yearlong assignment proposals*

- **Oct. 7, 2021**  
  Unit A – Review 2022 – 2023 Yearlong Assignment with Chairperson

- **Oct. 19, 2021**  
  Unit A & Unit B (Eligible Employees) – *Apply* for **Sabbatical, Administrative Educational & Retraining Leaves**

- **Oct. 22, 2021**  
  Unit A – *Apply* for **Research Cues** for 2022 – 2023.

- **Nov. 30, 2021**  
  Unit A – *Submit* letter seeking **Tenure by Exceptionality** to Chairperson and Provost

- **Jan. 14, 2022**  
  Unit A (6th Year Tenure-Track) – *Submit* Portfolios for **Tenure** to Chairperson

- **Jan. 14, 2022**  
  Unit A (Clinical 6+ and Multi-Year Clinical Faculty) – *Submit* **Retention Portfolios** to Chairperson

- **Jan. 21, 2022**  
  Unit A (Teaching, Resource, and Clinical Faculty) – *Submit 1st Year Retention Portfolios*

- **Jan. 25, 2022**  
  Unit A (Tenured) – *Submit Portfolio for Annual Tenured Faculty Evaluation* to Chairperson

- **Jan. 28, 2022**  
  Unit A (Teaching, Research, Clinical Faculty) – *Submit 4th & 5th Year Retention Portfolios*

- **Feb. 7, 2022**  
  Unit B – ASPs and Unit C employees submit annual work plan drafts to supervisors

- **Feb. 8, 2022**  
  Unit B (Lecturers with >50% appointment & Clinical) – *Submit Portfolios for Annual Evaluation*

- **Feb. 15, 2022**  
  Unit B (Full-time lecturers and Full-time Clinical) – *Request Re-employment* (2/15 – Contract Date)

- **Feb. 25, 2022**  
  Deadline for Tenured faculty to acknowledge chair/program director’s rating of less than “adequate” in writing.

- **Mar. 4, 2022**  
  Unit A (Tenured/Tenure-Track) – *Submit Faculty Excellence* Portfolios to Contract Administrator

- **Apr. 1-30, 2022**  
  Conduct **Elections** – Forward Chairperson Recommendations to Dean [Faculty Convenes]

- **Apr. 15, 2022**  
  Unit A (Eligible 1st Year Tenure-Track) – *Submit Request for Advance Standing for years toward tenure (Contract Date)*

- **May 15, 2022**  
  Unit A & B (Full-time) – Receive Summer Employment Status Statements for Summer 2022

- **May 15, 2022**  
  Unit A & B (Full-time, Clinical and Research) – Receive Approved Yearlong Assignments for 2022-2023

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### Departmental Personnel Committee (DPC)

- **Sept. 30, 2021**  
  Forward 2nd and 3rd Year Retention Recommendations

- **Oct. 8, 2021**  
  Report 2nd and 3rd Year Retention Reconsiderations

- **Oct. 12, 2021**  
  Forward Promotions & PAI Recommendations

- **Oct. 22, 2021**  
  Report Promotions & PAI Reconsiderations

- **Jan. 28, 2022**  
  Forward 1st Year Recommendations

- **Feb. 4, 2022**  
  Forwards Tenure Recommendations

- **Feb. 4, 2022**  
  Forwards Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations

- **Feb. 7, 2022**  
  Report 1st Year Reconsiderations

- **Feb. 14, 2022**  
  Reports Tenure Reconsiderations
Feb. 16, 2022  Forwards 4th & 5th Year Retention Recommendations
Feb. 25, 2022  Report 4th & 5th Year Retention Reconsiderations

**Department Chairperson**

Sept. 15, 2021  Receive instructions for Yearlong Schedules and Summer School 2022
Sept. 18, 2021  *Submit Summer 2022 course proposals and rotation plans to Deans for approval 7

[Note Contract Language: if no roster by February 1, UPI President and Provost create.]

Oct. 15, 2021  Submit Revised AY2122 Yearlongs for Fall semester
Oct. 15, 2021  Forward 2nd & 3rd Year Retention Recommendations
Oct. 26, 2021  Report 2nd & 3rd Year Retention Reconsiderations
Oct. 27, 2021  Discuss 2022-2122 yearlong assignments with Unit A employees
Oct. 27, 2021  Forward Promotions & PAI Recommendations

Nov. 1, 2021  Notify Unit B Lecturers of place on Summer Rotation Roster (11/1 - Contract date)
Nov. 4, 2021  Forward Sabbatical, Administrative Educational and Retraining Leave Recommendations
Nov. 5, 2021  Report Promotions & PAI Reconsiderations
Nov. 12, 2021  Receive Tentative Summer 2022 course list; discuss assignments
Nov. 19, 2021  Submit 2022-2023 yearlong proposals to Dean [no override forms for 2022-2023]

Feb. 8, 2022  Forward Annual Tenured Faculty Evaluations and any explanation of less than “adequate” ratings
Feb. 10, 2022  Forward 1st Year retention Recommendations
Feb. 18, 2022  Report 1st Year Reconsiderations
Feb. 18, 2022  Forward Tenure Recommendations
Feb. 18, 2022  Forward Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations

Mar. 1, 2022  Report Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations
Mar. 2, 2022  Report Tenure Reconsideration
Mar. 4, 2022  Forward 4th & 5th Year retention Recommendations
Mar. 11, 2022  Report 4th & 5th Year retention Reconsiderations
Mar. 11, 2022  Develops and sends re-employment roster for Unit B lecturers to Dean
Mar. 15, 2022  Report Unit B lecturer retention recommendation to deans (3/15 -- Contract date)
Mar. 18, 2022  Unit B lecturer & clinical lecturer evaluations due. [Must be completed before re-appointment letters issued.] (3/21 -- Contract date)
Mar. 25, 2022  *Submit revised Fall 2021-Spring 2022 yearlongs [FAA Data & Outside Employment Sections Complete]
Mar. 25, 2022  Override requests for 2021-2022 due [Final date to ensure override payment by end of term.]

Apr. 1, 2022  Chairs notify Unit B lecturers of place on re-employment roster (4/1 -- Contract date)
Apr. 7, 2022  Unit B-ASP and Unit C Annual Work Plans due to Deans

May 6, 2022  Unit B-ASP and Unit C Annual Evaluation and Retention due to Deans
May 12, 2022  Summer School override forms due

**Dean**

Sept. 28, 2021  Approved preliminary Summer 2022 schedules to Summer Committee
Give copy of approved summer rotation roster to departments for chairs and faculty

Nov. 9, 2021  Forward 2nd & 3rd Year Retention Recommendations
Nov. 15, 2021  Submit revised AY2122 Yearlongs
Nov. 19, 2021  Forward Promotions & PAI Recommendations
Nov. 19, 2021  Report 2nd & 3rd Year Retention Reconsiderations
Nov. 23, 2021  Forward Sabbatical, Administrative Educational and Retraining leave recommendations
Nov. 30, 2021  Report Promotion & PAI Reconsiderations

Dec. 3, 2021  Review Yearlong Assignments and class schedules for 2022 – 2023
Dec. 10, 2021  Send Schedules to Provost (for Review & Approval) and to Course Scheduling (for preview)

Feb. 22, 2022  Forward 1st Year Recommendations
Mar. 1, 2022  Report 1st Year Reconsiderations
Mar. 11, 2022  Forward Tenured faculty annual evaluations
Mar. 23, 2022  Forward Tenure Recommendations
Mar. 23, 2022  Forward Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations
Mar. 25, 2022  Forward 4th & 5th Year Retention Recommendations

Apr. 1, 2022  Report Tenure Reconsiderations
Apr. 1, 2022  Report Forwards Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations
Apr. 8, 2022  Report 4th & 5th Year Retention Reconsiderations
Apr. 15, 2022  Send Unit B Lecturer re-employment recommendations to Provost

May 3, 2022  Forward chairperson election recommendations to Provost
May 12, 2022  Forward Unit B ASP and Unit C Work Plans to Provost
May 26, 2022  Completes and forwards Unit B ASP/Unit C Annual Evaluations to Provost and Human Resources

University Personnel Committee (UPC) and Mentoring Advisory Committee (MAC)

Nov. 23, 2021  Forward 2nd & 3rd Year Retention Recommendations
Dec. 3, 2021  Forward Promotions & PAI Recommendations
Dec. 8, 2021  Report 2nd & 3rd Year Retention Reconsiderations
Mar. 11, 2022  Forward 1st Year Recommendations
Mar. 25, 2022  Report 1st Year Reconsiderations
Apr. 6, 2022  Forward Tenure Recommendations
Apr. 13, 2022  Forward 4th & 5th Year Retention Recommendations
Apr. 15, 2022  Report Tenure Reconsiderations
Apr. 21, 2022  Report 4th & 5th Year Retention Reconsiderations
Apr. 29, 2022  Mentoring Advisory Committee (MAC) letters in re Professional Development Plans (5/1 – Contract Date)

President and/or Provost

Dec. 10, 2021  Announce Research Cues for 2022-2023
Dec. 11, 2021  Provost approves Summer Rotation Plans and Returns to Department Chairs
Dec. 15, 2021  Act on Sabbatical, Administrative Educational & Retraining leave requests
Dec. 15, 2021  Announce 2nd & 3rd Year Retention Decisions (12/15 -- Contract Date)

Jan. 28, 2022  Notify Unit B-ASPs of non-retention (2/1 -- Contract Date)

Apr. 1, 2022  Notify faculty of 1st Year retention decisions (4/1 -- Contract Date)
Apr. 15, 2022  Notify faculty of results of their Annual Tenured Faculty Evaluation
Apr. 22, 2022  Notify faculty of Clinical 6+ and Multi-Year Clinical Faculty Retention Decisions
Apr. 26, 2022  Notify faculty of Tenure Recommendation to Board of Trustees (May meeting)

May 3, 2022  Announce Faculty Excellence decisions
May 4, 2022  Notify faculty of 4th & 5th Year retention decisions
May 10, 2022  May [tentative date] Board of Trustees meeting, decision reached on Tenure
[Decision no later than June 1 – Contract Date]

June 1, 2022  Provost approves Unit B-ASP and Unit C Work Plans (6/1 -- Contract Date)
June 1, 2022  Notify faculty of Board action on tenure (6/1 - Contract Date)
June 10, 2022  Unit B-lecturers (full time) letters of appointment for rehiring eligibility
June 15, 2022  Unit B and Unit C retention or rehire eligibility letters (6/15 -- Contract Date)
RETTENTION: FIRST YEAR PROBATIONARY Unit A Faculty
Dates are when material is sent to next reviewer(s).

Jan. 20, 2022  Faculty members being evaluated for retention in their first year of service must submit their retention portfolios to the Department Personnel Committee (DPC). [Period of evaluation: date hired to January 20, 2022, if hired in Fall 2021 semester or earlier].

Jan. 28, 2022  DPC sends portfolio and recommendations with written reasons to department chairperson and faculty member. Copies: Provost, appropriate vice president, dean, and contract administrator.
  ■ Individual has three (3) working days after receipt of notification to request a reconsideration of the recommendations to the Department Chairperson [Article 21.4]. [Feb. 2]

Feb. 7, 2022  Department Chairperson reports the DPC’s reconsideration for First Year retention in writing to the faculty member, Provost, appropriate vice president and contract administrator.

Feb. 10, 2022  Department Chairperson sends portfolio and their recommendations with reasons to the faculty member and dean. Copies: DPC chairperson, Provost, appropriate vice president, and contract administrator.
  ■ Individual has three (3) working days after receipt of notification to request a reconsideration of the recommendations [Article 21.5]. [Feb. 15]

Feb. 18, 2022  Dept. Chairperson reports Reconsideration recommendation (with written reasons) to the faculty member and dean. Copies: DPC chairperson, Provost, appropriate vice president, and contract administrator.

Feb. 22, 2022  Dean sends portfolio and recommendation (written reason if negative) to the Provost and Academic Vice President for transmittal to the University Personnel Committee (UPC). Copies: faculty member, DPC, and contract administrator.
  ■ If an employee alleges procedural error has occurred, the Dean grants a reconsideration. Individuals have three (3) working days after receipt of notification to request a Reconsideration of the recommendations [Article 21.5]. [Feb. 25]

Mar. 1, 2022  Dean reports Reconsideration recommendation to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.

Mar. 11, 2022  UPC sends portfolio and recommendations (written reasons if negative) to the Provost and Academic Vice President for transmittal to the President. Copies: individual, DPC, Dept. Chairperson, and contract administrator.
  ■ Individuals have three (3) working days after receipt of notification of a negative recommendation at the University Personnel level, which contradicts a positive recommendation made by the DPC to request a reconsideration of the recommendation made by the UPC. [Article 21.6]. [Mar. 23]

Mar. 25, 2022  UPC Reconsideration recommendations. Copies to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.

Apr. 1, 2022  President acts on recommendations presented by the Provost/Academic Vice President. The President notifies (with written reasons if the decision is negative) the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
RETENTION: SECOND AND THIRD PROBATIONARY YEARS Unit A Faculty
Dates are when material is sent to next reviewer(s).

Sept. 10, 2021  Date by which faculty members being evaluated for retention in their Second and Third Probationary Years must submit their retention portfolios to the Department Personnel Committee (DPC). Faculty members undergoing Year 2 Retention evaluation who have elected to have previous university teaching experience counted toward advance standing will be evaluated at the designated higher performance standard for Probationary Year 3, 4, or 5. All others in Retention Year 2 and Year 3 will follow the normal evaluation criteria. [Review Period: 2nd year -- date hired to Sept. 10, 2021; 3rd year -- Sept. 12, 2020 to Sept. 10, 2021.]

Sept. 30, 2021  DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons are copied to the faculty member, dean, Provost/academic vice president, and contract administrator.

Oct. 8, 2021  Department Chairperson reports the DPC’s written reconsideration recommendations with reasons to the faculty member, department chairperson, Provost/academic vice president, and contract administrator.

Oct. 15, 2021  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Provost, faculty member concerned, contract administrator.

Oct. 26, 2021  Department Chairpersons report written reconsideration recommendations with reasons to: DPC, Provost, faculty member concerned, and contract administrator.

Nov. 9, 2021  Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee. Recommendations and reasons should be copied to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

Nov. 19, 2021  Deans report their reconsideration recommendations in writing with reasons to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

Nov. 23, 2021  University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice for transmittal to the President. Recommendations and reasons should be copied to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.


DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons are copied to the faculty member, dean, Provost/academic vice president, and contract administrator.

Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation for the DPC negative decision from the Department Chairperson (Article 21.4). [Oct. 5]

Department Chairperson reports the DPC’s written reconsideration recommendations with reasons to the faculty member, department chairperson, Provost/academic vice president, and contract administrator.

Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Provost, faculty member concerned, contract administrator.

Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Oct. 19]

Department Chairpersons report written reconsideration recommendations with reasons to: DPC, Provost, faculty member concerned, and contract administrator.

Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee. Recommendations and reasons should be copied to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

If employees allege that procedural errors have occurred, the Dean grants reconsideration.

Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Nov. 12]

Deans report their reconsideration recommendations in writing with reasons to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice for transmittal to the President. Recommendations and reasons should be copied to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

Individuals have three (3) working days after receipt of notification of a negative recommendation at the UPC level, which contradicts a positive recommendation made by
the DPC, to request a reconsideration of the recommendation made by the UPC (Article 21.6). [Dec. 1]

**Dec. 8, 2021**  **UPC** reports written **reconsideration** recommendations with reasons to the Provost/Academic Vice President with copies to: DPC, chairperson, dean, Provost, faculty member concerned, and contract administrator.

**Dec. 15, 2021**  **President** acts on recommendations presented by the Provost/Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decision and copies: DPC, chairperson, dean, Provost, faculty member concerned, and contract administrator. (**Contract Date – Dec. 15**). [No further action or reconsideration by contract.]
RETENTION: FOURTH AND FIFTH PROBATIONARY YEARS Unit A Faculty
Dates are when material is sent to next reviewer(s).

Jan. 29, 2022  Date by which faculty members being evaluated for retention in their fourth and fifth probationary years must submit their retention portfolios to the DPC. [Review Period: 4th year – Sept. 11, 2020 to Jan. 28, 2022; 5th year - January 31, 2021 to Jan. 28, 2022].

Feb. 16, 2022  DPC send personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons are copied to: Provost/Academic Vice President, dean, faculty member concerned, and contract administrator. □ Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation to the Department Chairperson (Article 21.4). [Feb. 21]

Feb. 25, 2022  DPC reconsiders. Dept. Chairperson reports the DPC’s written reconsideration recommendations. Recommendations and reasons are copied to: Provost/Academic Vice President, dean, faculty member concerned, and contract administrator.

Mar. 4, 2022  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, dean, Provost/Academic Vice President, faculty member, and contract administrator. □ Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Mar. 9]

Mar. 11, 2022  Department Chairpersons report written reconsiderations recommendations with their reasons to: DPC, dean, Provost/Academic Vice President, faculty member, and contract administrator.

Mar. 25, 2022  Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Provost/Academic Vice President for transmittal to the University Personnel Committee. Recommendations and reasons should be copied to: DPC, chairperson, Provost/Academic Vice President, faculty member, and contract administrator. □ If employee alleges that procedural errors have occurred, the Dean grants reconsideration. Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Mar. 31]

Apr. 8, 2022  Deans report their written reconsideration recommendations with reasons to: DPC, chairperson, Provost/Academic Vice President, faculty member, and contract administrator.

Apr. 13, 2022  University Personnel Committee sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President. Recommendations and reasons should be copied to: DPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator. □ Individuals have three (3) working days after receipt of notification of a negative recommendation at the UPC level, which contradicts positive recommendations made by the Department Personnel Committee to request a reconsideration of the recommendation made by the University Personnel Committee (21.6). [Apr. 18]
Apr. 22, 2022  UPC reports written reconsideration recommendations with reasons to: DPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator.

May 4, 2022  President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decision and copies: DPC, UPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator. [No further action or reconsideration by contract.]
CLINICAL FACULTY (6+/Yearly or Multi-Year) ANNUAL EVALUATION

Dates are when material is sent to next reviewer(s).

Jan. 14, 2022  Clinical faculty should submit a portfolio of supporting materials to the Department Personnel Committee. [Review Period: January 18, 2021 to January 14, 2022].

Feb. 4, 2022  DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.

- *Individuals* have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.4). [Feb. 10]

Feb. 18, 2022  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

- *Individuals* have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Feb. 23]

Mar. 1, 2022  Department Chairpersons report written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Mar. 23, 2022  Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.

- If an employee alleges procedural errors have occurred, the Dean grants reconsideration.

  *Individuals* have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [March 28]

Apr. 1, 2022  Dean reports written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.

Apr. 22, 2022  Provost acts on recommendations presented by the Academic Vice President. The Academic Vice President notifies the employee of her/his continued employment status (Article 21.5).
TENURE: UNIT A TENURE-TRACK FACULTY
Dates are when material is sent to next reviewer(s).


Jan. 14, 2022  Faculty members wishing to be considered for tenure should submit a letter of request and a portfolio of supporting materials to their Department Chairpersons. The applicant should forward a copy of the request to the Contract Administrator [Review Period: date hired to January 14, 2022]. *(Tenure by exceptionality: apply by November 30, 2021; submit portfolio by January 14, 2022.]

Feb. 4, 2022  DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.  ■ Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 22.10). [Feb. 9]

Feb. 14, 2022  Department Chair reports the DPC’s written reconsideration recommendations with their reasons to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Feb. 18, 2022  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.  ■ Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 22.10). [Feb. 23]

Mar. 2, 2022  Department Chairpersons report written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Mar. 23, 2022  Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the University Personnel Committee. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.  ■ If an employee alleges procedural errors have occurred, the Dean grants reconsideration.  Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 22.11). [March 28]

Apr. 1, 2022  Dean reports written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.

Apr 6, 2022  UPC sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President. Recommendations and reasons should be copied to: DPC, Dean, Academic Vice President, faculty member, chairperson, and contract administrator.
For a reconsideration of the recommendations made by the UPC, *individuals* have **three (3) working days** after receipt of notification of a negative recommendation at the UPC level, which contradicts a positive recommendation made by the DPC [Apr. 11].

Apr. 15, 2022  **UPC** reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Apr. 26, 2022  **President** acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the recommendation is negative) the following of his/her recommendations: DPC, UPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator. There is no contractual provision for reconsideration.

May 2022  President presents tenure recommendations to the Board. Board reviews and acts upon tenure recommendations at its regular May meeting on or about May 6th.

June 1, 2022  Notification to faculty member of the tenure decision by the Board provided by the President (6/1 - Contract Date).
### PROMOTIONS: Unit A Faculty

Dates are when material is sent to next reviewer(s).

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>Sept. 7, 2021</td>
<td><strong>Faculty</strong> members, or academic administrators wishing to be considered for promotion, or requesting academic rank, should <strong>apply</strong> by submitting a letter of request to their department chairpersons and to the Contract Administrator. [Period of Review: for promotion from assistant to associate professor -- material developed since date of hire; for promotion to full professor – material since promotion to associate professor.]</td>
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<tr>
<td>Sept. 24, 2021</td>
<td><strong>Faculty</strong> members and administrators should <strong>submit</strong> their portfolios to their chairpersons, or the chairperson in the department in which rank is sought.</td>
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| Oct. 12, 2021  | **DPC** send personnel files and **recommendations** with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, faculty member, dean, and contract administrator.  
  ■ Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (Article 22.5). [Oct. 15] |
| Oct. 22, 2021  | **DPC** reports their written **reconsideration** recommendations with reasons to department chairpersons. Copies to: Academic Vice President, faculty member, dean, and contract administrator. |
| Oct. 27, 2021  | **Department Chairpersons** send personnel files and their **recommendations** with written reasons to the deans. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, dean, and contract administrator.  
  ■ Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (Article 22.5). [Nov. 1] |
| Nov. 5, 2021   | **Department Chairpersons** report their written **reconsideration** recommendations with reasons. Copies to: Academic Vice President, DPC, and faculty member, dean, and contract administrator. |
| Nov. 19, 2021  | **Deans** send personnel files and **recommendations** (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the UPC. Recommendations and reasons should be copied to: DPC, faculty member, chairperson, and contract administrator.  
  ■ If an employee alleges that *procedural errors* have occurred, the Dean grants a reconsideration. **Individuals** have **three (3) working days** after receipt of notification to request a reconsideration of the recommendation (Article 22.6). [Nov. 23] |
| Nov. 30, 2021  | **Deans** report their written **reconsideration** recommendations with reasons to department chairpersons. Copies to: Academic Vice President, DPC, faculty member, and contract administrator. |
| Dec. 3, 2021   | **UPC** sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President. |
Recommendations and reasons should be copied to: DPC, chairperson, dean, faculty member, and contract administrator.

- **Individuals** have **three (3) working days** after receipt of notification of a negative recommendation at the UPC level, *which contradicts a positive* recommendation made by the DPC to request a reconsideration of the recommendation made by the University Personnel Committee (Article 22.7). [If both DPC and UPC are negative, **no** reconsideration is given.] [Dec. 7]

**Dec. 14, 2021**  
UPC reports its written **reconsideration** recommendations with reasons to department Academic Vice President. Copies to chairpersons, deans, DPC, faculty member, and contract administrator.

**Jan. 14, 2022**  
President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decision: Academic Vice President, chairpersons, deans, DPC, faculty member, and contract administrator.

**May 2022**  
President reports promotion decisions to the Board at its May meeting.
PROFESSIONAL ADVANCEMENT INCREASE
[Dates are when material is sent to next review.]
UNIT A (Article 20.5): Tenured Faculty and Clinical Faculty Members – Full Professors Only

Sept. 5, 2021 Eligible Faculty members wishing to be considered for the Professional Advancement Increase (PAI), apply by submitting a letter of request to their Dept. Chairperson. The applicant should forward a copy of the request to the Contract Administrator. Only faculty who have been full professors on tenure track for at least five years are eligible. Those who are in the fifth year after receiving a PAI may reapply. (See Article 20.5.b) [Period of Review: Material from the previous five-year period, Sept. 7, 2016 to Sept. 5, 2021.]

Sept. 24, 2021 Faculty members applying for the PAI submit their portfolios to their chairpersons.

Oct. 12, 2021 DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, department chairperson, faculty member, dean, and contract administrator.

■ Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation. [Oct. 15]

Oct. 22, 2021 Dept. Chairperson sends the DPC’s written reconsideration recommendation with their reasons to: Academic Vice President, department chairperson, faculty member, dean, and contract administrator.

Oct. 27, 2021 Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: Academic Vice President, DPC, faculty member, dean, and contract administrator.

■ Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation. [Nov. 1]

Nov. 5, 2021 Department Chairpersons report written reconsideration recommendations with their reasons to: Academic Vice President, DPC, faculty member, dean, and contract administrator.

Nov. 19, 2021 Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the UPC. Recommendations and reasons should be copied to: Academic Vice President, DPC, faculty member, department chairperson, contract administrator.

■ If faculty alleges procedural errors have occurred, the Deans grants a reconsideration. Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation. [Nov. 23]

Nov. 30, 2021 Deans report recommendations based upon their reconsideration to: Academic Vice President, DPC, faculty member, department chairperson, and contract administrator.

Dec. 3, 2021 UPC sends personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the President. Recommendations and reasons should be copied to: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator.
If the UPC contradicts a positive recommendation made by the DPC or by the department chairperson’s recommendation, **individuals** have **three (3) working days** after receipt of notification of a negative recommendation at the UPC level in which to request a reconsideration. [Dec. 7]

**Dec. 14, 2021**  
**UPC** reports written reconsideration recommendations with reasons to: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator.

**Jan. 14, 2022**  
**President** acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decisions to: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator. The decision at this level does not have a reconsideration provision in the contract.
FACULTY EXCELLENCE AWARDS: UNIT A Tenure Track and Clinical Faculty
[Dates are when material is sent to next review.]

Oct. 5, 2021  The University President shall request of the Faculty Senate and the Union recommendations of the faculty members to serve on the Faculty Excellence Awards Committee.

Nov. 5, 2021  The University President selects seven of the faculty recommended by the Faculty Senate and Union, who are members of the bargaining unit, and appoints them to serve on the Faculty Excellence Awards Committee.

Nov. 19, 2021  The Faculty Excellence Awards Committee shall develop procedures for the nomination of eligible employees and the process by which they will make their award recommendations.

Jan. 24, 2022  Faculty are sent information regarding application and nomination procedures for the Faculty Excellence Award, and the process by which recommendations will be made for faculty to receive the award.

Mar. 4, 2022  Faculty Submit Portfolios. All portfolios are due in the Office of the Provost and Vice President for Academic Affairs [addressed to: Contract Administration.] Period of Review: Material from March 5, 2021 through March 4, 2022.

Apr. 15, 2022  Faculty Excellence Award Committee submits recommends nominees to the President (4/15 -- Contract Date).

May 3, 2022  President announces the names of the individuals to receive the Faculty Excellence Award.
RESEARCH CUE AWARDS:
UNIT A Tenure Track

Dates are when material is sent to next reviewer(s).

Up to 51 CUEs may be awarded to faculty for conducting research activities within their assigned duties based upon criteria and recommendations from a Faculty Research CUE Committee. The committee creates deadlines and criteria. CUEs are requested in the fall for the following academic year. Letters announcing the research cue awards along with an application and criteria are sent to individual faculty members. Details for the selection process are in the mailed material. (Contract Appendix F, Paragraph 12) [Awards for the 2022 – 2023 Academic Year.]

**Oct. 22, 2021**  Faculty complete and submit application [application and electronic copies are required] by 6 PM to the committee chairperson and the Office of the Provost/Contract Administration.

**Nov. 23, 2021**  Research Review Committee makes its recommendation to the Provost and Senior Vice President for Academic Affairs.

**Dec. 10, 2021**  The Provost and Senior Vice President for Academic Affairs notifies the appropriate deans, department chairpersons and the committees of approved projects to receive Research CUEs for 2022 – 2122.
ANNUAL EVALUATION OF TENURED FACULTY:
Dates are when material is sent to next reviewer(s).

The annual evaluation for tenured employees not being considered for Promotion or PAI is a process to evaluate each faculty member’s work performance and accomplishments. The evaluation shall consist of the review by the Department Chair/Director of the required material and other professionally related materials, including work in progress done since the last evaluation. Faculty will be evaluated in the areas of teaching, research, and service using the standards of Exemplary and Adequate as specified in each Departmental Application of Criteria. [Period of Review: January 24, 2021 through January 25, 2022, which is the time since the last evaluation period.]

Jan. 25, 2022 Tenured Faculty submit differently on alternate years: Year 1, a summary of work in each area (teaching-performance of primary duties/research-creative activity/service), specifically referencing the requirements of the departmental application of criteria and following 19.4.c.1.b; and Year 2 (beginning Spring 2022), a portfolio with complete documentation to substantiate performance under 19.4.c.1.b. In either year, the Department Chair/Director and Dean may request additional documentation.

Academic Year 2021-2022 is Year 2.

Feb. 8, 2022 Department Chairperson/Program Director writes an evaluation statement and sends it to the Dean for review. A copy of the evaluation statement is sent to the employee. The employee may attach a written response to the evaluation statement for inclusion in the personnel file.

Feb. 11, 2022 Department Chairperson/Program Director to provide notice to dean and faculty of reasons why any portfolio is less than “adequate” and informing faculty member of the right of written response.

Feb. 25, 2022 Deadline for faculty to acknowledge chair/program director’s rating of less than “adequate” in writing.

Mar. 11, 2022 Dean will forward her/his recommendation to the Provost. Copies to employee and chairperson.

Tenured Faculty must meet the “Adequate” level of performance as per the Departmental Application of Criteria (DAC) document for two consecutive years in any given criteria. Failure to do so will trigger a one-year appraisal and professional development process developed by a mentoring committee [Article 20.4.c(3)].

Apr. 15, 2022 Provost sends letters on evaluation status, including responses to faculty requests for reconsideration. The Provost will notify the employee failing to meet “Adequate” level of performance for two consecutive years in any given area as per the 2115 – 2118 Contract and Memorandum of Understanding. In the third year, if the Provost determines that a portfolio fails to meet the “adequate” standard in the relevant areas, s/he will send a written notification.
to the faculty member, the chair, the dean, and the union Chapter President referring the matter to Article 20.4.c(4) of the Contract. If a faculty member fails to participate in the development and implementation of a Professional Development Plan (3rd year) and does not meet the “Adequate” standard in the area under review in the following year (4th year), a sanction up to and including termination may be initiated following the procedures in Article 5.

April 29, 2022  Mentoring Advisory Committee (MAC) contacts faculty for mentoring process implementation.  [May 1 -- Contract Date]
SABBATICALS (Unit A)
ADMINISTRATIVE EDUCATIONAL LEAVES (Unit B)
RETRAINING LEAVES (Unit A, Unit B-ASPs)

Dates are when material is sent to next reviewer(s).

Oct. 19, 2021  **Employees** will submit proposals on official forms to their department chairpersons. [Eligibility after 7-years. Articles 27.2, 27.3, 39.3 and 51.3]

Nov. 4, 2021  **Department Chairpersons** will recommend each proposal received as “academically acceptable” or “academically unacceptable” for sabbaticals. For other paid leaves application are based on programmatic needs and merit of the request in relationship to the employee’s duties and position. Chairpersons will include statements with reasons for the recommendation and forward all proposals to the appropriate dean. Forward copy to faculty member.

Nov. 23, 2021  **Deans** will recommend each proposal received as “academically acceptable” or “academically unacceptable” for sabbaticals, and for other paid leaves application programmatic needs and merit of the request in relationship to the employee’s duties and position. All proposals will be forwarded to the Provost/Academic Vice President. Deans will include statements with reasons for the recommendation and forward all proposals and recommendations to the Provost/Academic Vice President. Forward copies to faculty member and chairperson.

Dec. 15, 2021  **Provost/Academic Vice President** will recommend each proposal received as “academically acceptable” or “academically unacceptable” and forward all proposals to the President.

The **President** will decide which proposals are “academically acceptable” and “academically unacceptable, and for other paid leaves application programmatic needs and merit of the request. The President will provide written reasons to the authors of non-approved proposals.

The President will announce the names of those receiving sabbaticals, retraining leaves, and administrative educational leaves. Copies to employees, chairperson, dean, and contract administrator.
UNIT B: LECTURER RE-EMPLOYMENT ROSTER AND EVALUATION

Dates are when material is sent to next reviewer(s).

Appointments are contingent upon program need, annual evaluations and availability of funds.

Feb. 8, 2022 Lecturers submit portfolios for evaluation to Department Chairperson. Unit B faculty are evaluated annually after one academic term [semester]. Renewable five-year contracts are awarded based on: (1) ten plus years of full-time instructional service and (2) “highly effective” performance evaluations for two years of the preceding five years.

Feb. 15, 2022 Unit B faculty (teaching and clinical) apply for retention. Appointment of Unit B faculty is contingent upon program need, evaluations, and availability of funds. Unit B faculty notify in writing the chairperson in the department in which they hold their teaching appointment of their wish to be considered for an appointment the following year by February 15th (2/15 - Contract Date).

Unit B faculty are responsible for providing in writing any changes in their address or phone to the department chairperson and the Office of Human Resources by February 15th.

Mar. 15, 2022 Department Chair develops a list of all employees wishing employment in the department during the subsequent year, providing a satisfactory evaluation has been conducted (Article 33) (3/15 - Contract Date). Re-employment Roster built upon those individuals applying for appointments by February 15 and those individuals on multi-year appointments.

Mar. 18, 2022 Department Chair submits annual evaluation recommendation to Dean (3/21 – Contract date).

Apr. 1, 2022 Department Chair notifies lecturer of position on re-employment roster. (4/1 - Contract date)

Apr. 15, 2022 Dean submits annual evaluation recommendation and re-employment request to Provost/Vice President for Academic Affairs [addressed to Contract Administrator]. Copy to Human Resources.

June 10, 2022 President notifies lecturer of re-hire eligibility status. Subsequent reappointments for Academic Year 2022-2023 will be based upon satisfactory evaluation, program need and available funding.
ASSIGNMENT OF DUTIES (UNIT A, B-LECTURERS, AND UUNIT B – ASP/UNIT C)

Dates are when material is sent to next reviewer(s).

Sept. 10, 2021  Unit A/B faculty submit written request for a summer assignment AND apply for Final Four. Unit A/B and C -- Declaration of Retirement for Sick Leave Credit (buyout).

Sept. 15, 2021  Chairpersons and program directors receive instructions and guidelines.

Sept. 24, 2021  Unit A/B faculty or resource professionals may submit a proposal for yearlong assignment consideration by the chairpersons/program director.

Oct. 22, 2021  Chairpersons and program directors discuss tentative workload and assignments with faculty and build department schedules.

Nov. 19, 2021  Chairpersons and program directors submit schedules, workloads, and assignments to deans.

Dec. 3, 2021  Deans review schedules and assignments and request changes, if necessary. Changes will be discussed with faculty and resource professionals when/if changes are necessary.

Dec. 10, 2021  Deans - Yearlong Assignments and class schedule information are due in the Office of the Provost and Vice President for Academic Affairs [Contract Administration for approval who sends it to Course Scheduling].

Jan. 21, 2022  Provost’s Office will review schedules and assignments with Deans for final approval. If changes, faculty, and resource professionals will be contacted by chairs.

Feb. 8, 2022  Unit B – ASPs and Unit C employees submit work plans to chairs and directors.

Feb. 15, 2022  Unit B – Lecturers apply for re-employment to chairs (2/15 - Contract Date).

Mar. 9, 2022  ASPs and Unit C meet to discuss schedules, workloads, assignments, and duties with supervisor/chairs.

Mar. 15, 2022  Chairs develop re-employment roster for Unit B (3/15 - Contract Date).

Apr. 1, 2022  Chairs notify Unit B – Lecturers of position on roster (4/1 - Contract Date).

Apr. 7, 2022  Academic Support Professionals and Unit C work plans submitted to appropriate Dean.

Apr. 29, 2022  ASPs annual evaluation due.

May 6, 2022  Chairs submit ASPs annual evaluations to Deans/Vice Presidents [Contract Administration and Human Resources receive copies].

May 12, 2022  Deans/VPs submit ASPs and Unit C work plans to Provost and Vice President for Academic Affairs [for Contract Administrator].
May 26, 2022  Deans submit ASPs annual evaluations to Vice Presidents [Contract Administration and Human Resources receive copies].

May 31, 2022  Date by which Unit A faculty members and resource professionals and full-time Unit B Lecturers receive official written copy of the 2022-2022 assignment of duties. (6/1 – Contract Date)

June 1, 2022  Each Unit B - ASP and Unit C employee shall receive her/his official written assignment of duties reflected in an annual work plan by June 1st, or at the time of appointment, whichever is later (6/1 - Contract Date).

NOTE: Faculty members shall receive a copy of any modification in the 2021 - 2022 yearlong assignment of duties from their department chairpersons and/or director.
SUMMER SCHOOL 2022

[PTM 1: 10-Week, June 1 – August 7; PTM 2: 1st 5-Week, June 1 – July 3; PTM 3: 2nd 5-Week, July 5 – August 7]

Aug. 31, 2021  Department Chairpersons/Program Directors receive information on Summer 2022.

Sept. 10, 2021  Faculty: Declaration of Final Four for summer employment. This is an irrevocable declaration to retire (letter to chairs and contract administrator with date of Retirement.)

Faculty members who wish consideration for teaching in the 2022 Summer School must notify their chairpersons or program directors in writing by this date.

Sept. 17, 2021  Department Chairpersons, after consultation with faculty, submit Summer School course proposals including Extension and Distance Learning courses and the department’s summer school rotation plan to the appropriate Dean and the Provost/Academic Vice President.

Sept. 28, 2021  All approved schedules are due in the office of Contract Administration (ADM 308). Deans send schedules and assignments to Summer School committee and requests changes, if necessary. Changes will be discussed with faculty when/if changes are necessary. The Summer School Committee must approve all changes. Summer School Committee reviews schedules and assignments. Changes will be sent to department chairs.

Oct. 15, 2021  Chairpersons and program directors receive Summer School course lists (including contract and extension courses) from Summer School Committee.

Nov. 1, 2021  Chairpersons notify Unit A and B of place on Summer Rotation Roster (11/1 -- Contract Date).

Dec. 14, 2021  Faculty receive preliminary Summer 2022 assignments from department chairs. Preliminary summer schedule placed on the University website.

May 16, 2022  Date by which Summer School faculty members receive their Summer Session 2022 Employment Status Form (tentative). Hiring forms and Override forms are needed for part-time lecturers and other employees for summer. Hiring forms should be submitted at least 30 days before classes start.

ELECTION OF CHAIRPERSONS
Unit A: Tenured and Tenure-Track Faculty Participate in the Election Process

Mar. 18, 2022  Deans are notified which departments in their colleges must hold an election to recommend a chairperson. The DEAN will receive the procedures for the election of department CHAIRPERSONS and the position description for department chairpersons.

Apr. 1-30, 2022  Departments conduct their elections. The senior, tenured faculty member conducts the elections. Names and vote tallies of all candidates are sent to the dean.

May 3, 2022  Deans forward departmental recommendations, along with all the votes and tallies from the department, and their own recommendation, to the Provost/ Vice President for Academic Affairs.

May 17, 2022  The Provost provides the President with the election results, including department and dean recommendations.

Summer 2022  The University President announces chairperson decisions.