

**CHICAGO STATE UNIVERSITY  
UNIVERSITY TIMETABLE  
2011-2012  
SUMMARY OF DATES FOR PERSONNEL ACTIONS**

Units A, B & C

August 26, 2011	Unit A – <i>apply</i> for <b>promotions &amp; PAI</b>
August 29, 2011	Unit A – <i>submit</i> <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Year</b> retention portfolio
Sept. 07, 2011	Unit A – <i>submit</i> all <b>promotions &amp; PAI</b> promotions
Sept. 15, 2011	Unit A & B (full-time)– apply for Final Four, Declaration of Retirement for Sick Leave Salary Credit (buyout)
Sept. 15, 2011	Unit A & B (full-time)– apply for summer 2012 assignment
Sept. 19, 2011	Unit A – submit 2012-2013 assignment proposals
Oct. 03, 2011	Unit A – Review yearlong assignment with chair
Oct. 17, 2011	All eligible Units (A,B, ASPs) & Administrators apply for <b>sabbatical, administrative and retraining leaves</b>
Dec. 15, 2011	Unit A – submit letter seeking <b>Tenure by Exceptionality</b> to chairperson and Provost
Jan. 16, 2012	Unit A – submit <b>1<sup>st</sup> Year retention</b> portfolios
Jan. 20, 2012	Unit A – submit <b>Portfolios for tenure</b> (6 <sup>th</sup> Year Probationary Year Candidates) to DPC
Feb. 01, 2012	Unit A – submit <b>4<sup>th</sup> &amp; 5<sup>th</sup> Year retention</b> portfolios to DPC
Feb. 15, 2012	Unit B – lecturers (full-time)– request <b>re-employment</b> (Contract Date) Unit B -- <b>Submit portfolios</b> for annual evaluation
March 01, 2012	Unit A – <b>tenured faculty</b> <u>annual evaluation</u> material due Unit A -- submit Faculty Excellence Portfolios to Provost’s Office
Apr. 1-30, 2012	Elections held for department chairperson recommendations
Apr. 13, 2012	Unit A --1 <sup>st</sup> Year faculty request advance standing status for years toward tenure
May 01, 2012	Unit B & C -- evaluations completed before continued appointment letters can be issued
May 04, 2012	Unit A & B-- faculty (full-time) receive summer employment status statements for 2012
May 11, 2012	Unit A & B – faculty (full-time) receive approved yearlong assignments for 2012-2013
June 01, 2021	Unit B-ASP & C – receive assignment of duties for fiscal year 2013 (Contract Date)

Departmental Personnel Committee

Sept. 12, 2011	Forward <b>2<sup>nd</sup> and 3<sup>rd</sup> Year</b> Retention Recommendations
Sept. 15, 2011	Report 2 <sup>nd</sup> and 3 <sup>rd</sup> Year Retention Reconsiderations
Sept. 30, 2011	Forward <b>Promotions and PAI</b> Recommendations
Oct., 05, 2011	Report Promotions and PAI Reconsiderations
Jan. 31, 2012	Forward <b>1<sup>st</sup> Year</b> Recommendations
Feb. 03, 2012	Report 1 <sup>st</sup> Reconsiderations and Forwards <b>Tenure Recommendations</b>
Feb. 08, 2012	Reports Tenure Reconsiderations

DPC continues

Feb. 22, 2012 Forward 4<sup>th</sup> and 5<sup>th</sup> Year Retention Recommendations  
Feb. 27, 2012 Report 4<sup>th</sup> and 5<sup>th</sup> Year Retention Reconsiderations

Department Chairperson

Sept. 12, 2011 Receive instructions for Yearlong schedules and summer school 2012  
Sept. 30, 2011 Forward 2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Recommendations

Oct. 05, 2011 Report 2<sup>nd</sup> & 3<sup>rd</sup> Year Retention reconsiderations  
Oct. 10, 2011 Submit summer 2012 course proposals and rotation plans to Deans for approval  
[Note: if not roster by February 1, UPI President and Provost creates]  
Oct. 21, 2011 Forward promotions and PAI recommendations  
Submit revised yearlongs for fall and FAA forms  
Oct. 26, 2011 Report promotions and PAI reconsiderations  
Oct. 28, 2011 Discuss 2012-2013 yearlong assignments with faculty

Nov. 01, 2011 Receive Tentative summer 2012 course list; discuss assignments;  
Notify Unit B lecturers of place on summer rotation roster (Contract date)  
Nov. 07, 2011 Forward sabbatical, administrative educational and retraining leave recommendations  
Nov. 15, 2011 Submit yearlong proposals and override encumbrance forms to Dean for 2012-2013

Feb. 13, 2012 Forward 1<sup>st</sup> Year retention recommendations  
Feb. 16, 2012 Submit revised spring yearlong and spring FAA form  
Feb. 17, 2012 Report 1<sup>st</sup> Year reconsiderations  
Feb. 27, 2012 Forward Tenure recommendations

March 01, 2012 Report Tenure reconsideration  
Send Unit B re-employment requests to Dean  
March 07, 2012 Forward 4<sup>th</sup> & 5<sup>th</sup> Year retention recommendations  
March 12, 2012 Report 4<sup>th</sup> & 5<sup>th</sup> Year retention reconsiderations  
March 15, 2012 Unit B lecturer evaluations due. Must be completed before re-appointment letters issued  
Chair develops re-employment roster for Unit B lecturers (Contract Date)  
Report Unit B lecturer retention recommendation to deans  
March 19, 2012 Override requests for 2011-2012 due  
March 20, 2012 Forward tenured faculty annual evaluations

April 1, 2012 Chairs notify lecturers of place on re-employment roster (Contract Date)

July 16, 2012 Summer school override encumbrance forms due

Dean

Oct. 21, 2011 Forward 2<sup>nd</sup> & 3<sup>rd</sup> Year retention recommendations  
Oct. 26, 2011 Report 2<sup>nd</sup> & 3<sup>rd</sup> Year retention reconsiderations  
Oct. 28, 2011 Approved preliminary summer 2012 schedules to Summer Committee;  
Give copy of approved summer rotation roster to departments for chairs and faculty

Nov. 14, 2011 Forward promotions and PAI recommendations  
Nov. 17, 2011 Report promotions and PAI reconsiderations  
Nov. 30, 2011 Forward sabbatical, administrative educational and Retraining leave recommendations  
for 2012-2013

Dec. 07, 2011 Review Yearlong Assignments and class schedules for 2012-2013 academic year  
Dec. 16, 2011 Send Schedules to Provost and Course Scheduling

### Dean continues

Feb. 29, 2012	Forward 1 <sup>st</sup> Year recommendations
March 05, 2012	Report 1 <sup>st</sup> Year reconsiderations and
March 19, 2012	Send Unit B re-employment recommendations to Provost
March 23, 2012	Forward Tenure recommendations Units B/C recommendations for continued retention
March 28, 2012	Report Tenure reconsiderations
March 28, 2012	Forward 4 <sup>th</sup> & 5 <sup>th</sup> Year retention recommendations
April 02, 2012	4 <sup>th</sup> & 5 <sup>th</sup> Year retention reconsiderations
April 16, 2012	Tenured faculty annual evaluations
May 1, 2012	Forward chairperson election recommendations to Provost

### University Personnel Committee

Nov. 14, 2011	Forward 2 <sup>nd</sup> & 3 <sup>rd</sup> Year retention recommendations
Nov. 17, 2011	Report 2 <sup>nd</sup> & 3 <sup>rd</sup> Year retention reconsiderations
Dec. 06, 2011	Forward promotions & PAI recommendations
Dec. 09, 2011	Report promotions & PAI reconsiderations
March 20, 2012	Forward 1 <sup>st</sup> Year Recommendations
March 23, 2012	Report 1 <sup>st</sup> Year and Tenure reconsiderations
April 11, 2012	Forward Tenure recommendations
April 18, 2012	Forward 4 <sup>th</sup> & 5 <sup>th</sup> Year retention recommendations
April 20, 2012	Report Tenure reconsiderations
April 23, 2012	Report 4 <sup>th</sup> & 5 <sup>th</sup> Year retention reconsiderations

### President

Dec. 15, 2011	Announce 2 <sup>nd</sup> & 3 <sup>rd</sup> Year Retention Decisions Provost sends Chairpersons copies of approved summer rotation plans
Dec. 20, 2011	Act on Sabbatical, Administrative Educational & Retraining Leave requests
Jan. 20, 2012	Acts on Promotion and PAI recommendation
Feb. 1, 2012	Notify Unit B-ASPs of non-retention
April 1, 2012	Notify faculty of 1 <sup>st</sup> Year retention decisions (Contract Date)
April 30, 2012	Notify faculty of tenure retention recommendation to Board of Trustees (May meeting)
May 4, 2012	Announce Faculty Excellence decisions
May 10, 2012	May Board of Trustees meeting, decision reached on Tenure
May 15, 2012	Notify faculty of 4 <sup>th</sup> and 5 <sup>th</sup> Year retention decisions
June 1, 2012	Announce chairperson appointments Notify faculty of Board action on tenure
June 11, 2012	Unit B-ASP retention notification letters
June 30, 2012	Unit B-lecturers (full-time) letters of appointment

## Important Dates to Remember [subject to change]

August 15 – 17, 2011	Regular Registration – on-campus
August 18 & 19, 2011	New Student Orientation
August 22, 2011	Day and Evening Classes begin
September 23, 2011	1 <sup>st</sup> Early Warning Grade Reports due to Registrar
October 21, 2011	2 <sup>nd</sup> Early Warning Grade Reports due to Registrar
November 18, 2011	3 <sup>rd</sup> Early Warning Grade Reports due to Registrar
November 24 – 27, 2011	Thanksgiving Holiday
Nov. 28 – Dec. 9, 2011	Advance Registration
December 3, 2011	Last Day of Classes – fall term
December 5 – 10, 2011	Final Exam Period
December 13, 2011	Final Grade Reports due to Registrar
December 16, 2011	Fall term ends
Dec. 14 – Jan. 12, 2012	Intersession
January 13, 2012	Intersession Grades Due
January 3 – 18, 2012	Regular Registration
January 16, 2012	MLK Holiday – no classes, campus holiday
January 17, 2012	Day and Evening Classes begin
February 1, 2012	Graduation Application Deadline
February 10, 2012	1 <sup>st</sup> Early Warning Report due to Registrar
February 20, 2012	President’s Day – no classes, campus holiday
March 2, 2012	Midterm Grade Reports due to Registrar
March 9, 2012	2 <sup>nd</sup> Early Warning Report due to Registrar
March 12 – 17, 2012	Spring Recess – no classes (not campus holiday)
April 13, 2012	3 <sup>rd</sup> Early Warning Report due to Registrar
April 23, 2012	Advance Registration -- Summer and Fall begins
May 2, 2012	Last Day of Classes
May 7 – 12, 2012	Final Exam Period
May 14, 2012	Final Grade Reports due to Registrar
May 15, 2012	Spring Semester Ends
May 14 – 16, 2012	Regular Registration – all summer sessions
May 17, 2012	Commencement
June 1, 2012	Summer Sessions #1 (10-Weeks) and #2 (1 <sup>st</sup> Five Weeks)
July 4, 2012	Independence Day – no classes, campus holiday
July 9, 2012	Summer Session #3 (2 <sup>nd</sup> Five Weeks)
August 13, 2012	Summer School Final Grade Reports due to Registrar
August 15, 2012	Summer School ends
August 20, 2012	Fall 2012 Term Begins (on campus registration starts)

**FIRST YEAR OF SERVICE RETENTION\***

JANUARY, 2012  
16<sup>th</sup> (M) Date by which faculty members being evaluated for retention in their first year of service must submit their retention portfolios to the Department Personnel **(period: date hired to January 21, 2012).**

JANUARY  
31st (T) Department Personnel Committees send personnel files and recommendations with written reasons to departments.

Recommendations and reasons are copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (See Article 20.4 for details).

FEBRUARY  
3<sup>rd</sup> (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

FEBRUARY  
10<sup>th</sup> (F) Department chairpersons send personnel files and their recommendations with written reasons to the dean.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

FEBRUARY  
17<sup>th</sup> (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

FEBRUARY  
29<sup>th</sup> (W) 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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

MARCH 5<sup>th</sup> (M) Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH 20<sup>th</sup> (T) 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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel level which contradicts a positive recommendation made by the Department Personnel Committee to request a reconsideration of the recommendation made by the University Personnel Committee (20.6).

MARCH 23<sup>rd</sup> (F) University Personnel Committee reports recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

APRIL 2<sup>nd</sup> (M) President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decision and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL , FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

\*For regulations concerning performance standards for retention in various probationary years, consult the 2006-2012 Contract (Article 19).

**\*For ASP and Unit C timelines, refer to separate timetable regarding retention and evaluation procedures.**

## RETENTION IN SECOND AND THIRD PROBATIONARY YEARS

AUGUST, 2011  
29<sup>th</sup> (M) 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. Faculty members undergoing second-year retention evaluation who have elected to have previous university teaching experience counted toward placement in probationary year three, four or five will be evaluated at a higher performance standard than those used for retention in probationary year two (**period: 2<sup>nd</sup> year: date hired to September 15, 2012; 3<sup>rd</sup> year: September 15, 2010 to September 15, 2012**).\*

SEPTEMBER  
12<sup>th</sup> (M) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.

Recommendations and reasons are copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.4).

SEPTEMBER  
15<sup>th</sup> (R) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.

SEPTEMBER  
30<sup>th</sup> (F) Department chairpersons send personnel files and their recommendations with written reasons to the dean.

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, DEAN, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

OCTOBER  
5<sup>th</sup> (W) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

OCTOBER  
21<sup>st</sup> (F) 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: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

OCTOBER, 2011 Deans report recommendations based upon their reconsideration to:  
26<sup>th</sup> (W) DEPARTMENT PERSONNEL COMMITTEE , ACADEMIC VICE PRESIDENT,  
FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

NOVEMBER University Personnel Committee sends personnel files and recommendations (with  
14<sup>th</sup> (M) written reasons if their recommendations are negative) to the Academic Vice  
for transmittal to the President. Recommendations and reasons should be copied to:  
DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS,  
DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT,  
CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level which contradicts a positive recommendation made by the Department Personnel to request a reconsideration of the recommendation made by the University Personnel Committee (20.6).

NOVEMBER University Personnel Committee reports recommendations based upon its  
17<sup>th</sup> (R) reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE  
PRESIDENT, CONTRACT ADMINISTRATOR.

DECEMBER President acts on recommendations presented by the Academic Vice President. The  
15<sup>th</sup> (R) President notifies (with written reasons if the decision is negative) the following of her  
decision and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL , FACULTY MEMBER  
CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR  
(Contract Date).

\*For regulations concerning performance standards for retention in various probationary years, consult the 2006-2012 Contract (Article 19).

## RETENTION IN FOURTH AND FIFTH PROBATIONARY YEARS

- FEBRUARY, 2012  
1st (W) Date by which faculty members being evaluated for retention in their fourth and fifth probationary years must submit their retention portfolios to the Department Personnel (**period: 4<sup>th</sup> year - September 15, 2010 to February 1, 2012, 5<sup>th</sup> year - February 2, 2011 to February 1, 2012**).
- FEBRUARY  
22<sup>nd</sup> (W) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons are copied to: ACADEMIC VICE PRESIDENT  
DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBERS CONCERNED,  
CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.4).
- FEBRUARY  
27<sup>th</sup> (M) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- MARCH  
7<sup>th</sup> (W) Department chairpersons send personnel files and their recommendations with written reasons to the dean.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).
- MARCH  
12<sup>th</sup> (M) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- MARCH  
28<sup>th</sup> (W) 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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.
- If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (20.5).

APRIL, 2012  
2<sup>nd</sup> (M)

Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR

APRIL  
18<sup>th</sup> (W)

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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level, which contradicts positive recommendations made by the Department Personnel Committee to request a reconsideration of the recommendation made by the University Personnel Committee (20.6).

APRIL  
23<sup>rd</sup> (M)

University Personnel Committee reports recommendations based upon reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

MAY  
15<sup>th</sup> (T)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of her decision and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL , FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

\*For regulations concerning performance standards for retention in various probationary years, consult the 2006-2012 Contract (Article 19).

## **UNIT B: LECTURER RE-EMPLOYMENT ROSTER AND EVALUATION**

*Appointments are contingent upon program need and availability of funds*

FEBRUARY 2012  
15<sup>th</sup> (W) Unit B faculty apply for retention. Appointment of Unit B faculty is contingent on program need and availability of funds. Unit B faculty notify in writing the chair in the department in which they hold their appointment of their wish to be considered for appointment the following year by February 15<sup>th</sup> (Contract Date).

Unit B faculty are responsible for providing in writing any changes in their address or phone to the department chair by February 15<sup>th</sup>.

Date by which Unit B faculty submit portfolios for retention to their department chair. Unit B faculty are evaluated annually after one academic term. Renewable five-year contracts are award based on: (1) ten plus years of instructional service, (2) “highly effective” performance evaluations for two years of the preceding five years.

MARCH  
1<sup>st</sup> (R) 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 33.1) 2006-2012 Contract (Contract Date).

MARCH  
15<sup>th</sup> (R) Department chair conducts annual evaluation.

MARCH  
30<sup>th</sup> (F) Chair notifies re-employment roster (Contract date – April 1<sup>st</sup>)

APRIL  
23<sup>rd</sup> (M) Deans submit retention roster and annual evaluation.

MAY  
1<sup>st</sup> (T) A teaching or resource professional with a temporary appointment shall be informed of his/her professional obligations in an appointment letter by May 1<sup>st</sup>, or at the time of appointment, whichever is later. (Annual evaluation must be completed before re-appointment letters can be issued (Contract Date.)

JUNE  
29<sup>th</sup> President sends re-appointment letters for Academic Year 2011-2012

## TENURE

DECEMBER,2011 Application due for tenure by exceptionality. Letter to chair and Provost Office.  
15<sup>th</sup> (R)

JANUARY, 2012 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 **(period: date hired to January 21, 2012).**\*(Tenure by exceptionality apply by December 15, 2011.)  
20<sup>th</sup> (F)

FEBRUARY Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.  
8<sup>th</sup> (W)

Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEPARTMENT CHAIRPERSONS, DEAN, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (22.10).

FEBRUARY Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.  
15<sup>th</sup> (W)

FEBRUARY Department chairpersons send personnel files and their recommendations with written reasons to the dean.  
27<sup>th</sup> (M)

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (22.10).

MARCH Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.  
1<sup>st</sup> (R)

MARCH 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.  
23<sup>rd</sup> (F)

Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE. DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (22.11).

MARCH, 2012  
28<sup>th</sup> (W)

Dean report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

APRIL  
11<sup>th</sup> (W)

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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative recommendation at the University Personnel Committee level which contradicts a positive recommendation made by the Department Personnel a reconsideration of the recommendations made by the University Personnel Committee.

APRIL  
20<sup>th</sup> (F)

University Personnel Committee reports recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

APRIL  
30<sup>th</sup> (M)

President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the recommendation is negative) the following of her recommendations: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, UNIVERSITY PERSONNEL, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MAY  
10<sup>th</sup> (R)

President presents tenure recommendations to the Board. Board reviews and acts upon tenure recommendations at its regular May meeting on or about May 10<sup>th</sup>.

JUNE  
1<sup>st</sup> (F)

Notification to faculty member of the tenure decision by the Board provided by the President (Contract Date).

\*For regulations concerning eligibility for tenure, consult the 2006-2012 Contract (Article 22) and the document entitled, "Educational Requirements for Tenure" which in the Appendix section of the Contract.

## **PROMOTION TO PROFESSOR**

- AUGUST, 2011  
26<sup>th</sup> (F) Faculty members wishing to be considered for promotion to full professor should apply by submitting a letter of request to their department chairpersons and to the Contract Administrator.
- SEPTEMBER  
7<sup>th</sup> (W) Faculty members applying for promotion to professor should submit their portfolios to their chairpersons.
- SEPTEMBER  
30<sup>th</sup> (F) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- OCTOBER  
5<sup>th</sup> (W) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER  
21<sup>st</sup> (F) Department chairpersons send personnel files and their recommendations with written reasons to the deans.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL, COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- OCTOBER  
26<sup>th</sup> (W) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER  
14<sup>th</sup> (M) 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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR. If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.6).

NOVEMBER, 2011 Deans report recommendations based upon their reconsideration to: DEPARTMENT  
17<sup>th</sup> (R) PERSONNEL COMMITTEES, ACADEMIC VICE PRESIDENT, FACULTY  
MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

DECEMBER University Personnel Committees send personnel files and recommendations (with  
6<sup>th</sup> (T) written reasons if their recommendations are negative) to the Academic Vice  
President for transmittal to the President. Recommendations and reasons should be  
copied to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE  
PRESIDENT, CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative  
recommendation at the University Personnel Committee level, which contradicts a  
positive recommendation made by the Department Personnel to request a reconsideration  
of the recommendation made by the University Personnel Committee (21.7).

DECEMBER University Personnel Committees report recommendations based upon its  
9<sup>th</sup> (F) reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER  
CONCERNED, CONTRACT ADMINISTRATOR.

JANUARY, 2012 President acts on recommendations presented by the Academic Vice President. The  
20<sup>th</sup> (F) President notifies (with written reasons if the decision is negative) the following of her  
decisions and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL, FACULTY MEMBER  
CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

MAY President reports promotion decisions to the Board at its May meeting.  
10<sup>th</sup> (R)

\*For regulations concerning eligibility for promotion and for specific details concerning  
progression of exceptional applications, and the 2006-2012 Contract.

## PROMOTION TO ASSISTANT AND ASSOCIATE PROFESSOR

- AUGUST, 2011  
26<sup>th</sup> (F) Faculty members wishing to be considered for promotion to assistant and associate professor should apply by submitting a letter of request to their department chairpersons and to the Contract Administrator.
- SEPTEMBER  
7<sup>th</sup> (W) Faculty members applying for promotion to assistant or associate professor should submit their portfolios to their chairpersons.
- SEPTEMBER  
30<sup>th</sup> (F) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- OCTOBER  
5<sup>th</sup> (W) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER  
21<sup>st</sup> (F) Department chairpersons send personnel files and their recommendations with written reasons to the deans.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.5).
- OCTOBER  
26<sup>th</sup> (W) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER  
14<sup>th</sup> (M) 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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR. If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation (21.6).

NOVEMBER, 2011 Deans report recommendations based upon their reconsideration to: DEPARTMENT  
17<sup>th</sup> (R) PERSONNEL COMMITTEES, ACADEMIC VICE PRESIDENT, FACULTY  
MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

DECEMBER University Personnel Committees send personnel files and recommendations (with  
6<sup>th</sup> (T) written reasons if their recommendations are negative) to the Academic Vice President  
for transmittal to the President. Recommendations and reasons should be copied to:  
DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS,  
DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT,  
CONTRACT ADMINISTRATOR.

Individuals have three working days after receipt of notification of a negative  
recommendation at the University Personnel Committee level, which contradicts a  
positive recommendation made by the Department Personnel to request a reconsideration  
of the recommendation made by the University Personnel Committee (21.7).

DECEMBER University Personnel Committees report recommendations based upon its  
9<sup>th</sup> (F) reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER  
CONCERNED, CONTRACT ADMINISTRATOR.

JANUARY, 2012 President acts on recommendations presented by the Academic Vice President. The  
20<sup>th</sup> (F) President notifies (with written reasons if the decision is negative) the following of her  
decisions and copies: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL, FACULTY MEMBER  
CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

MAY President reports promotion decisions to the Board at its May meeting.  
10<sup>th</sup> (R)

\*For regulations concerning eligibility for promotion and for specific details concerning  
progression of exceptional applications, and the 2006-2012 Contract.

## ANNUAL EVALUATION OF TENURED FACULTY

The annual evaluation for tenured faculty members *not* being considered for promotion or professional advancement increases is a limited process to identify areas of strength and weakness and to improve performance and shall consist of the review of the following by department CHAIRPERSONS (Article 19.4). Materials completed since the last evaluation should be included in documents demonstrating performance in each area.

- (1) the required student course evaluations;
- (2) any documents the faculty members submits to update his/her vita and to substantiate performance in teaching/primary duties, research/creative activity and service; and
- (3) materials in the faculty members' personnel files.

MARCH,2012 Faculty members provide chairpersons and program directors with the above  
1<sup>st</sup> (R) mentioned supporting materials and other professionally related materials for  
evaluation. [to chair]

MARCH Chairpersons and program directors prepare a written evaluation statement for each  
20<sup>th</sup> (T) faculty member considered. [to dean]

APRIL Copies of the written evaluation statement shall be forwarded to the dean for review.  
16<sup>th</sup> (M) A copy is sent to the employee who attach a written response.  
“After the review, the dean will forward her/his recommendation to the provost.”  
(Article 19.4.c.(2)) [to provost]

JUNE Letters on evaluation status from President.  
1<sup>st</sup> (F)

## SABBATICALS

### UNIT A

OCTOBER, 2011  
17<sup>th</sup> (M) Faculty members will submit proposals on official forms to their department chairpersons.

NOVEMBER  
7<sup>th</sup> (M) Department chairpersons will recommend each proposal received as “academically acceptable” or “academically unacceptable”\* and forward all proposals to the appropriate dean.

NOVEMBER  
30<sup>th</sup> (W) Deans will recommend each proposal received as “academically acceptable” or “academically unacceptable”\* and forward all proposals to the Academic Vice President.

Provost and 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.”\* The President will provide written reasons to the authors of “academically unacceptable” proposals and announce those whose proposals she judges acceptable.

DECEMBER  
20<sup>th</sup> (T) The President will announce the names of those receiving sabbaticals.

\*Written reasons for a recommendation of "academically unacceptable" will be provided by the individual making the recommendation.

## ADMINISTRATIVE EDUCATIONAL AND RETRAINING LEAVES

OCTOBER, 2011 17 <sup>th</sup> (M)	Faculty members submit applications on official forms to their department chairpersons.
NOVEMBER 7 <sup>th</sup> (M)	Department chairpersons 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.
NOVEMBER 30 <sup>th</sup> (W)	<p>Deans provide a recommendation, supported by written reasons, for each application based on University programmatic needs. <u>All</u> applications are forwarded to the Provost and Academic Vice President.</p> <p>Provost and Academic 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 University President.</p> <p>The University President acts on the recommendations presented by the Provost and Academic Vice President and notifies faculty members of her decisions.</p>
DECEMBER 20 <sup>th</sup> (T)	The President will announce the names of those receiving leaves.

Note: Applications submitted pursuant to Article 24, 2006-2012 Contract, Staff Reduction Procedures, shall be considered at any time.

**ASSIGNMENT OF DUTIES (UNIT A, B: LECTURERS, C AND UNIT B - ASP)**

**2011--2012**

**Yearlong Assignments**

SEPTEMBER, 2011 12 <sup>th</sup> (M)	Chairpersons and program directors receive instructions and guidelines.
SEPTEMBER 15 <sup>th</sup> (R)	A Unit A faculty member or a resource professional may submit a proposal for an assignment for consideration by the chairpersons/program director.
OCTOBER 3 <sup>rd</sup> – 28 <sup>th</sup>	Chairpersons and program directors discuss tentative workload and assignments with Unit A faculty and build department schedules.
NOVEMBER 15 <sup>th</sup> (T)	Chairpersons and program directors submit schedules, workloads and assignments to deans.
DECEMBER 7 <sup>th</sup> (W)	Deans review schedules and assignments and request changes, if necessary. Changes will be discussed with faculty and resource professionals when/if changes are necessary.
DECEMBER 16 <sup>th</sup> (F)	Yearlong Assignments and class schedule information are due in the Office of the Provost and Vice President for Academic Affairs and Course Scheduling.
JANUARY, 2012 27 <sup>th</sup> (F)	Provost's Office will review schedules and assignments with DEAN for final approval. If changes faculty and resource professionals will be contacted by chairs.
FEBRUARY 15 <sup>th</sup> (W)	Unit B – Lecturers apply for re-employment to chairs.
MARCH 12 <sup>th</sup> (M)	Academic Support Professionals and Unit C meet to discuss schedules, work loads, assignments, and duties with supervisor/chairs.
MARCH 15 <sup>th</sup> (R)	Chairs develop re-employment roster for Unit B (Contract Date).
MARCH 30 <sup>th</sup> (F)	Chairs notified Unit B – Lecturers of position on roster (Contract Date - April 1 <sup>st</sup> ). Academic Support Professionals and Unit C workplans submitted to appropriate Dean.
MAY 25 <sup>th</sup> (F)	Academic Support Professionals and Unit C submit workplans to Provost and Vice President for Academic Affairs.
JUNE 1 <sup>st</sup> (F)	Date by which Unit A faculty members and resource professionals and full-time Unit B Lecturers receive official written copy of the 2012-2013 assignment of duties.  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 1 <sup>st</sup> , or at the time of appointment, whichever is later (Contract Date).

**NOTE:** Faculty members shall receive a copy of any modification in the 2012-2013 yearlong assignment of duties from their department chairpersons and/or director.

## SUMMER SESSION 2012

SEPTEMBER, 2011 12 <sup>th</sup> (M)	Department chair receive information on Summer 2012.
SEPTEMBER 15 <sup>th</sup> (R)	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 Summer School, 2012, must notify their chairpersons or program directors in writing by this date.
OCTOBER 10 <sup>th</sup> (M)	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 University Vice President.
NOVEMBER 1 <sup>st</sup> (T)	Deans receives schedules and assignments from Summer School committee and request changes, if necessary. Changes will be discussed with faculty when/if changes are necessary. All changes must be approved by the Summer School Committee.  Chairs notify Unit A and B of place on Summer Rotation Roster (Contract Date).
NOVEMBER 18 <sup>th</sup> (F)	Chairpersons and program directors receive tentative Summer School course lists (Including contract and extension courses) from Summer School Committee.
DECEMBER 1 <sup>st</sup> (R)	All approved schedules are due in the office of Contract Administration (ADM 308).
DECEMBER 12 <sup>th</sup> (M)	Summer School Committee reviews schedules and assignments. Changes will be sent to department chairs.
DECEMBER 16 <sup>th</sup> (F)	Faculty receive preliminary summer 2012 assignments from department chairs. Preliminary summer schedule on the WEB.
APRIL, 2012 23 <sup>rd</sup> (M)	Priority WEB registration begins for Summer advanced registration (tentative).
MAY 14 <sup>th</sup> (M)	Regular campus summer registration (opens before each session) (tentative).
MAY 16 <sup>th</sup> (W)	Date by which Summer School faculty members receive their Summer Session 2012 Employment Status Form (tentative).
JULY 13 <sup>th</sup> (F)	Overrides authorization for Summer School due in Office of Contract Administration.

**\*PROFESSIONAL ADVANCEMENT INCREASE**

**UNIT A (Article 19.5)**

- AUGUST, 2011  
26<sup>th</sup> (F) Faculty members wishing to be considered for the professional advancement increase should apply by submitting a letter of request to their department CHAIRPERSONS. The applicant should forward a copy of the request to the Contract Administrator.
- SEPTEMBER  
7<sup>th</sup> (W) Faculty members applying for the professional advancement increase should submit their portfolios to their chairpersons.
- SEPTEMBER  
30<sup>th</sup> (F) Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- Recommendations and reasons should be copied to: ACADEMIC VICE PRESIDENT, DEPARTMENT CHAIRPERSONS, FACULTY MEMBERS CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation.
- OCTOBER  
5<sup>th</sup> (W) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER  
21<sup>st</sup> (F) Department chairpersons send personnel files and their recommendations with written reasons to the dean.
- Recommendations and reasons should be copied to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation.
- OCTOBER  
26<sup>th</sup> (W) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER  
14<sup>th</sup> (R) 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: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

If procedural errors have occurred, individuals have three working days after receipt of notification to request a reconsideration of the recommendation.

- NOVEMBER, 2011  
17<sup>th</sup> (R) DEANS report recommendations based upon their reconsideration to:  
DEPARTMENT PERSONNEL COMMITTEE, ACADEMIC VICE PRESIDENT,  
FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- DECEMBER  
6<sup>th</sup> (T) 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: DEPARTMENT PERSONNEL  
COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER  
CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT  
ADMINISTRATOR.
- Individuals have three working days after receipt of notification of a negative  
recommendation at the University Personnel Committee level which contradicts a  
positive recommendation made by the Department Personnel Committee or by the  
department chairpersons to request a reconsideration of the recommendation made by  
the University Personnel Committee.
- DECEMBER  
9<sup>th</sup> (F) University Personnel Committee reports recommendations based upon its  
reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT  
CHAIRPERSONS, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER  
CONCERNED, CONTRACT ADMINISTRATOR.
- JANUARY, 2012  
20<sup>th</sup> (F) President acts on recommendations presented by the Academic Vice President. The  
President notifies (with written reasons if the decision is negative) the following of her  
decisions and copies: DEPARTMENT PERSONNEL COMMITTEE,  
DEPARTMENT CHAIRPERSONS, DEAN, UNIVERSITY PERSONNEL ,  
FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT,  
CONTRACT ADMINISTRATOR.

\*For the regulations concerning eligibility for the professional advancement increase  
and for specific details pertaining to the evaluation process, consult the 2006-2012  
Contract (Article 19).

**FACULTY EXCELLENCE AWARDS**  
**UNIT A**

OCTOBER, 2011 7 <sup>th</sup> (F)	President shall request of the Faculty Senate and the Union recommendations of the faculty to serve on the Faculty Excellence Awards .
NOVEMBER 4 <sup>th</sup> (F)	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.
DECEMBER 7 <sup>th</sup> (W)	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.
JANUARY, 2012 26 <sup>th</sup> (R)	Faculty receive information regarding procedures for nominating faculty for the Faculty Excellence Award and the process by which recommendations will be made for faculty to receive the award.
MARCH 1 <sup>st</sup> (R)	All portfolios are due in the Office of the Provost and Vice President for Academic Affairs.
APRIL 13 <sup>th</sup> (F)	Faculty Excellence Awards Committee recommends nominees to the President (Contract Date-April 15 <sup>th</sup> ).
MAY 4 <sup>th</sup> (F)	President announces the names of the individuals to receive a Faculty Excellence Award.

## ELECTION OF CHAIRPERSONS

MARCH, 2012 1 <sup>st</sup> (R)	Deans are notified which departments in their colleges must hold an election to recommend a chairpersons for the next three years. The DEAN will receive the procedures for the election of department CHAIRPERSONS and the position description for department chairpersons.
APRIL 2 <sup>nd</sup> (M) - 20 <sup>th</sup> (F)	Departments conduct their elections.
APRIL 26 <sup>th</sup> (R)	Departments forward their recommendations to the dean.
MAY 6 <sup>th</sup> (F)	Deans forward departmental recommendations, along with their own, to the Provost and Vice President for Academic Affairs.
MAY 11 <sup>th</sup> (F)	The Provost provides the President with the election results.
MAY 18 <sup>th</sup> (F)	The University President announces his/her decisions.