

(1)

PERSONNEL ACTIONS
ASSIGNMENT OF DUTIES

2012-2013

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

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

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

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

June Appropriate University Vice President approves work plan.
1, 2012 (F)

Employees receive their official work plan for 2012-2013 (Effective July 1,
2012).

(2)

ANNUAL RETENTION

2011-2012

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

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

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

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

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

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

April 2nd to May 1st Annual evaluation period of all employees.

In the employee's first, second, third, fourth, fifth, and each subsequent second year of employment in an academic support position or as a non-civil service technical support

employees in the bargaining unit, the employee's annual evaluation shall include a recommendation for or against retention (Article 34.1.d and 46.1.d).

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

- May 11th Chair/Supervisor, if any, shall submit a written retention recommendation to the appropriate dean.
- May 25th Dean/Director, if any, submits written recommendation to the University Vice President.
- June 1st The University Vice President reviews the recommendation with the President.
- June 15th The President notifies the employee in writing decisions regarding retention for 2012-2013. For employees receiving retention in the sixth and each subsequent two-year periods, the recommendation is for two-year appointments, all others are recommendation for one-year periods.

(3)

ADMINISTRATIVE EDUCATIONAL LEAVE

2012-2013 (Apply in 2011)

(Articles 39.2 and 51.2)

October, 2011 All employees submit applications on official forms to their immediate
17th (M) supervisors.

November Supervisors will recommend each proposal received as
7th (M) "acceptable" or "unacceptable",* and forward all proposals to the appropriate dean/director, if applicable.

November Deans/directors, if applicable, will recommend each proposal received

30th (W)

as "acceptable" or "unacceptable"* and forward all proposals to the appropriate University Vice President.

Appropriate University Vice President will recommend each proposal received as "acceptable" or "unacceptable"* and forward all proposals to the Associate Vice President for Academic Affairs and Contract Administration, who submits the applications and recommendation

to

the Provost for the President's decision.

December
20th (T)

The President will announce the name(s) of the Academic Support Professionals, Non-Civil Service Technical Support employees, and employees who have been awarded an administrative educational leave.

(4)

RETRAINING LEAVES

2012-2013 (apply in 2011)

(Articles 39.3 and 51.3)

October, 2011 Academic Support Professionals and Non-Civil Service Technical Support 17th
(M) submit applications on official forms to their immediate supervisor.

November Supervisors provide a recommendation, supported by written reasons, for
7th (M) each application based on University programmatic needs. All applications
are forwarded to the appropriate dean/director.

November Deans/Directors provide a recommendation, supported by written reasons
30th (W) for each application based on University programmatic needs. All
applications are forwarded to the Vice President.

The appropriate University Vice President provides a recommendation,
supported by written reasons, for each application based on University
programmatic needs. All applications are forwarded to the President, via
the Provost.

December The President acts on the recommendations presented by the appropriate
20th (T) University Vice President and notifies each employees of the decisions.

(5)

ANNUAL EVALUATION PROCEDURES

2011-2012

(Articles 33.2 and 45.1)

30 days Change in Supervisor or Appointment. Within thirty days of appointment, reorganization or change in supervisor, a job description, work plan and description of materials and methods used to evaluate performance must be completed.

6th Month Year One Employment. Evaluation in the first year of employment occurs in the sixth month of employment.

May 1, 2012 Each Academic Support Professionals shall be evaluated annually by her/his supervisor by May 1, 2012.

-Evaluation based upon performance of duties in job description and work plan.

-Copies of the evaluation are placed in personnel file.

-Evaluations in the first, second, third, fourth, fifth and subsequent 2nd year of employment shall include a recommendation for retention or non-retention.

May
25th (F) Dean/Director, if any, shall submit a written retention recommendation to the appropriate University Vice President.

June
1st (F) The University Vice President reviews the recommendation with the President.

June
15th (F) The President notifies the employee in writing decisions regarding retention.

