

**CHICAGO STATE UNIVERSITY  
UNIVERSITY TIMETABLE  
ACADEMIC SUPPORT PROFESSIONALS AND TECHNICAL SUPPORT EMPLOYEES**

**ACADEMIC SUPPORT PROFESSIONALS – UNIT B**

**NON-CIVIL SERVICE TECHNICAL SUPPORT EMPLOYEES – UNIT C**

**TECHNCIAL SUPPORT EMPLOYEES – UNIT C**

**2009-2010**

1. Assignment of Duties
2. Retention
3. Administrative Educational Leave
4. Retraining Leaves

(1)

**PERSONNEL ACTIONS**  
**ASSIGNMENT OF DUTIES**  
2010-2011

February 2- Academic Support Professionals and supervisors meet to discuss schedules, work loads, assignments, duties and responsibilities. Annual work plan is developed for each academic support professional.  
25, 2010

March Work plans are submitted to supervisor/chair  
26, 2010 (F)

April Work plans are submitted to dean for approval.  
1, 2010 (R)

April Dean submitted to Vice President/Provost.  
15, 2010 (R)

May Appropriate University Vice President approves work plan.  
3, 2010 (M).

JUNE Employees receive their official work plan for 2010-2010 (Effective July 1,  
1, 2010 (T) 2010).

(2)  
**ANNUAL RETENTION**  
**2009-2010**

Each Academic Support Professional and Unit C employees 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.

6<sup>th</sup> 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 1<sup>st</sup> through June 30<sup>th</sup>, provided:

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

January 1<sup>st</sup> to June 30<sup>th</sup> Academic Support Professionals, Non-Civil Service and Technical Support employees hired between these dates enters the second year of service on the second at the university.

February 1<sup>st</sup> 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 1<sup>st</sup>, 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 1<sup>st</sup> to May 1<sup>st</sup> 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.

April 10<sup>th</sup> Chair/Supervisor, if any, shall submit a written retention recommendation to the appropriate dean.

April 15<sup>th</sup> Dean/Director, if any, submits written recommendation to the University Vice President.

May 3<sup>rd</sup> The University Vice President reviews the recommendation with the President.

June 15<sup>th</sup> The President notifies the employee in writing decisions regarding retention for 2010-2011. For employees receiving retention in the sixth and each subsequent two-year periods, the recommendation is for two year appointments all others are recommendation are for one-year periods.

(3)

**ADMINISTRATIVE EDUCATIONAL LEAVE**

**2010-2011** (Apply in 2009)

(Articles 39.2 and 51.2)

- October 13<sup>th</sup> (T) All employees submit applications on official forms to their immediate supervisors.
- November 13<sup>th</sup> (F) Supervisors will recommend each proposal received as " acceptable" or " unacceptable", \* and forward all proposals to the appropriate dean/director, if applicable.
- December 4<sup>th</sup> (F) Deans/directors, if applicable, will recommend each proposal received 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 Assistant Vice President for Academic Personnel and Contract Administration, who submits the applications and recommendation to the Provost for the President's decision.
- January 15<sup>th</sup> (F) 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**

2010-2010 (apply in 2009)

(Articles 39.3 and 51.3)

October 13<sup>th</sup> (T) Academic Support Professionals and Non-Civil Service Technical Support submit applications on official forms to their immediate supervisor.

November 13<sup>th</sup> (F) Supervisors provide a recommendation, supported by written reasons, for each application based on University programmatic needs. All applications are forwarded to the appropriate dean/director.

December 4<sup>th</sup> (F) Deans/Directors provide a recommendation, supported by written reasons 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.

January 15<sup>th</sup> (F) The President acts on the recommendations presented by the appropriate University Vice President and notifies each employees of her decisions.

(5)  
ANNUAL EVALUATION PROCEDURES  
2009-2010  
(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.
- 6<sup>th</sup> Month      Year One Employment. Evaluation in the first year of employment occurs in the sixth month of employment.
- April 10<sup>th</sup>      Each Academic Support Professions shall be evaluated annually by her/his supervisor by May 1, 2010. Supervisor evaluates by April 10<sup>th</sup>.  
-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 2<sup>nd</sup> year of employment shall include a recommendation for retention or non-retention.
- April 15<sup>th</sup> (R)      Dean/Director, if any, shall submit a written retention recommendation to the appropriate University Vice President.
- May 3<sup>rd</sup> (M)      The University Vice President reviews the recommendation with the President.
- June 15<sup>th</sup> (T)      The President notifies the employee in writing decisions regarding retention.

**Quick Glance: 2009-2010  
Personnel Actions**

**RETENTION**

**ACADEMIC SUPPORT PROFESSIONALS – UNIT B  
NON-CIVIL SERVICE TECHNICAL SUPPORT EMPLOYEES – UNIT C  
CIVIL SERVICE TECHNICAL SUPPORT EMPLOYEES – UNIT C**

<b>Action</b>	<b>Annual Evaluation (Supervisor) Review Period 4-1 to 5-1</b>	<b>Supervisor-Written Recommendation (Dean/Director)</b>	<b>Provost to President</b>	<b>President Decision</b>	<b>Notice of Non-retention (does not apply to civil service technical support employees)</b>
<b>Date</b>	<b>4/10/10</b>	<b>4/15/10</b>	<b>5/1/10</b>	<b>6/15/10</b>	<b>2/1/10</b>

**WORKS PLANS**

**ACADEMIC SUPPORT PROFESSIONALS – UNIT B  
NON-CIVIL SERVICE TECHNICAL SUPPORT EMPLOYEES – UNIT C  
CIVIL SERVICE TECHNICAL SUPPORT EMPLOYEES – UNIT C**

<b>Action</b>	<b>Develop Work Plans</b>	<b>Submit Work Plans to Supervisor</b>	<b>Supervisor/Chair to Dean</b>	<b>Submit Plan to Vice President (Provost)</b>	<b>Received Approved Work Plans(effective 7/1/10)</b>	<b>Application for Education or Retraining Leaves</b>
<b>DATE</b>	<b>2/26/10</b>	<b>3/26/10</b>	<b>4/1/10</b>	<b>4/15/10</b>	<b>6/1/10</b>	<b>10/13/09</b>