

Quick Glance – 2007 - 2008 Personnel Action Timetable

The full University Personnel Action Timetable is available at www.csu.edu/provost/apca.

Unit A – Tenured and Tenure Track Actions - Submit materials to the next person by the dates listed below, i.e., YR 1 submitted to DPC by 1/22/07 and DPC submits to Chair by 2/2/08.							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion – to Asst & Assoc	9-17-07	9-28-07	10-16-07	11-02-07	11-19-07	12-03-07	12-21-07
Promotion – to Professor	8-31-07	9-07-07	9-28-07	10-17-07	11-07	11-28-07	12-21-07
PAI	10-08-07	10-22-07	11-12-07	12-03-07	1-04-08	1-25-08	2-15-08
1 st Year*		1-22-08	2-02-08	2-29-08	3-03-08	3-18-08	4-01-08
2 nd , 3 rd Yr*		9-14-07	10-05-07	10-26-07	11-7-07	11-29-07	12-15-07
4 th , 5 th Yr*		2-01-08	2-19-08	3-10-08	3-28-08	4-18-08	5-07-08
Tenure		1-22-08	2-13-08	2-29-08	3-20-08	4-10-08	4-30-08
Sabbatical & Paid Leaves	10-12-07			11-15-07	12-03-07		1-15-08
Final Four	9-14-07						
Summer & Intersession Teaching	9-14-07			Courses by 10-10-07			Committee Approves 12-14-07
Faculty Excellence Award		3-01-08				Committee Submits 4-15-08	5-01-08
Tenured Faculty Annual Evaluation		1-25-08		2-25-08	3-25-08		To Provost by 4-21-08
Unit B – Lecturers - Submit to the next person by the dates listed below, i.e., Leave Request submitted to Chair by 10/12/07.							
Action	Apply	Submit	DPC	Chair/Supvs	Dean	UPC	President
Retention – request re-employ	2-15-08			3-15-08 [Place on Roster by 4/01/08]	4-01-08		5-11-08
Annual Evaluation		2-15-08		3-15-08	4-02-08		
Admin. Ed. Leave & Retraining Leave	10-12-07			11-15-07	To Provost 12-03-07		1-15-08
Final Four [full-time]	9-14-07						
Summer & Intersession Teaching [full-time]	9-14-07			Place on Roster by 11-01-07			Summer School Committee Course Approved 12-14-07
Unit B - Academic Support Professionals & Unit C – Technical Support Employees - Submit to the next person by the dates listed below, i.e., work plans to chair/supervisor by 3/17/08 and to dean or VP by 4/04/08 and to Provost by 5/5/08.							
Action	Apply	Submit	DPC	Chair/Supvs	Dean/V-P	To Provost	President
Annual Evaluation		4-01-08 to 5-01-08		5-01-08	5-14-08		6-15-08
Work Plans	2-29-08	3-17-08		4-04-08	4-14-08	5-05-08	Provost Approves 6-02-08
Admin. Ed. Leave & Retraining Leave (non-civil service)	10-12-07			11-15-07	11-20-07	12-03-07	1-15-08

*Chronological years at CSU, regardless of Probationary Year standing

Gray Shaded Areas – Contractual Specified due dates

11/13/07