

**CHICAGO STATE UNIVERSITY  
UNIVERSITY TIMETABLE  
ACADEMIC SUPPORT PROFESSIONALS**

**ACADEMIC SUPPORT PROFESSIONALS – UNIT B**

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

**TECHNCIAL SUPPORT EMPLOYEES – UNIT C**

**2007-2008**

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

(1)

**PERSONNEL ACTIONS**  
**ASSIGNMENT OF DUTIES**  
2008-09

October 12, 2007 (F) Submit application to supervisor for Administrative Educational and Retraining Leave

February, 29, 2008 (R) 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.

March 17, 2008 (M) Work plans are submitted to supervisor/chair

April 4, 2008 (F) Work plans are submitted to the appropriate dean for approval, if applicable.

May 5, 2008 (M) Work plans are submitted to the appropriate University Vice President for approval.

JUNE 13, 2008 (M) Employees receive their official work plan for 2008-2009 (Effective July 1, 2008).

(2)  
**ANNUAL RETENTION**  
**2007-2008**

Each Academic Support Professional and Unit C employees shall be evaluated annually by her/his supervisor as specified in Article 33, Section 33.2–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.

May 1<sup>st</sup> Chair/Supervisor, if any, shall submit a written retention recommendation to the appropriate dean.

May 14<sup>th</sup> Dean/Director, if any, submits written recommendation to the University Vice President.

June 1<sup>st</sup> The University Vice President reviews the recommendation with the President.

June 13<sup>th</sup> The President notifies the employee in writing decisions regarding retention for 2008-2009. 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**

**2008-2009** (Apply in 2007)

(Articles 39.2 and 51.2)

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|----------------------------------|--|
| October<br>12 <sup>th</sup> (F)  | All employees submit applications on official forms to their immediate supervisors.  |
| November<br>15 <sup>th</sup> (R) | Supervisors will recommend each proposal received as " acceptable" or " unacceptable", * and forward <u>all</u> proposals to the appropriate dean/director, if applicable.   |
| December<br>3 <sup>rd</sup> (M)  | Deans/directors, if applicable, will recommend each proposal received as "acceptable" or "unacceptable"* and forward <u>all</u> proposals to the appropriate University Vice President.  |
| December<br>14 <sup>th</sup> (F) | Appropriate University Vice President will recommend each proposal received as "acceptable" or "unacceptable"* and forward <u>all</u> 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<br>15 <sup>th</sup> (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**

2008-2009 (apply in 2007)

(Articles 39.3 and 51.3)

October 12 <sup>th</sup> (F)	Academic Support Professionals and Non-Civil Service Technical Support submit applications on official forms to their immediate supervisor.
November 15 <sup>th</sup> (R)	Supervisors 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/director.
December 3 <sup>rd</sup> (M)	Deans/Directors provide a recommendation, supported by written reasons for each application based on University programmatic needs. <u>All</u> applications are forwarded to the Vice President.
December 14 <sup>th</sup> (F)	The appropriate University 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 President, via the Provost.
January 15 <sup>th</sup> (T)	The President acts on the recommendations presented by the appropriate University Vice President and notifies each employees of her decisions.

(5)  
ANNUAL EVALUATION PROCEDURES  
2007-2008  
(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 1<sup>st</sup> -  
May 1<sup>st</sup>      Each Academic Support Professions shall be evaluated annually by her/his supervisor by May 1, 2008.  
-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.
- May  
14<sup>th</sup> (W)      Dean/Director, if any, shall submit a written retention recommendation to the appropriate University Vice President.
- June  
2<sup>nd</sup> (M)      The University Vice President reviews the recommendation with the President.
- June  
13<sup>th</sup> (F)      The President notifies the employee in writing decisions regarding retention.

**Quick Glance: 2007-2008  
Personnel Actions**

**RETENTION  
ACADEMIC SUPPORT PROFESSIONALS  
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)</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>4/1 to 5/1/08</b>	<b>5/1/08</b>	<b>6/2/08</b>	<b>6/13/08</b>	<b>2/1/08</b>

**WORKS PLANS  
ACADEMIC SUPPORT PROFESSIONALS  
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</b>	<b>Received Approved Work Plans(effective 7/1/08)</b>	<b>Application for Education or Retraining Leaves</b>
<b>DATE</b>	<b>2/29/08</b>	<b>3/17/08</b>	<b>4/4/08</b>	<b>5/5/08</b>	<b>6/2/08</b>	<b>10/12/07</b>