

**CHICAGO STATE UNIVERSITY**  
**UNIVERSITY TIMETABLE**  
**2007-2008**

**SUMMARY OF DATES FOR PERSONNEL ACTIONS**

Contract Period: August 13, 2007 – May 9, 2008

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Units A & B  
Aug 31, 2007

Unit A – Apply for promotion [Promotion to Professor] and (including Administrators)

Sept. 7, 2007

Unit A – submit promotion Professor  
Unit A – submit 2008-2009 assignment proposals

Sept. 14, 2007

Unit A & B (full-time) – apply for Final Four

Sept. 14, 2007

Unit A – submit 2<sup>nd</sup> & 3<sup>rd</sup> Year retention portfolio

Sept. 14, 2007

Unit A & B (full-time) – apply for summer 2008 assignment and state interest to teach  
Intersession

Sept. 17, 2007

Promotion to Assistant and Associate Professor

Sept. 28, 2007

Unit A – submit promotion to Assistant and Associate Professor

Oct. 8, 2007

Apply for PAI

Oct. 12, 2007

All eligible Units (A,B, & ASPs) & Administrators apply for sabbatical, administrative and retraining leaves

Oct. 22, 2007

Submit PAI portfolio

Oct. 26, 2007

Unit A – Review yearlong assignment with chair

Dec. 3, 2007

Faculty Excellence Committee develop procedures

Jan. 22, 2008

Apply for Tenure, and submit 1<sup>st</sup> Year retention portfolios

Jan. 25, 2008

Unit A – tenured faculty annual evaluation material due

Jan. 25, 2008

6<sup>th</sup> Year retention portfolios for tenure to DPC

Feb. 1, 2008

Unit A – submit 4<sup>th</sup> & 5<sup>th</sup> Year retention portfolios to DPC

Feb. 15, 2008

Unit B – lecturers (full-time)– request re-employment

Submit portfolios for annual evaluation

Mar. 3, 2008

Unit A faculty submit Faculty Excellence Portfolios to Provost's Office

Mar. 17, 2008

Unit B, ASP and C submit annual work plans to supervisor/chair

Apr. 1 – May 1, 2008

Unit B & C: evaluations completed before continued appointment letters can be issued

Apr. 1-25, 2008

Election of department chairpersons

Apr. 13, 2008

1<sup>st</sup> Year Unit A faculty request advance standing status for years toward tenure

May 2, 2008

Unit A and B – faculty (full-time) receive summer employment status statements for 2008

May 9, 2008

Unit A and full-time Unit B receive approved yearlong

June 1, 2008

Unit B ASP and Unit C receive assignment of duties (contract date)

<b>Departmental Personnel Committee</b>	Sept. 28, 2007	Forward Promotions (Professor)	
	Oct. 5, 2007	Forward 2 <sup>nd</sup> and 3 <sup>rd</sup> Year Retention Recommendations	
	Oct. 12, 2007	Report 2 <sup>nd</sup> and 3 <sup>rd</sup> Year Retention Reconsiderations	
	Oct. 12, 2007	Report Promotions (Professor) Recommendations Reconsiderations	
	Oct. 16, 2007	Forward Promotion Recommendations (Assistant and Associate)	
	Oct. 26, 2007	Report Promotion Recommendations Reconsiderations (Assistant and Associate)	
	Nov. 12, 2007	Forward PAI Recommendations	
	Nov. 28, 2007	Report PAI Reconsiderations	
	Feb 1, 2008	Forward 1 <sup>st</sup> Year	
	Feb. 13, 2008	Tenure Recommendations	
	Feb. 11, 2008	Report 1 <sup>st</sup> Reconsiderations	
	Feb. 19, 2008	Forward 4 <sup>th</sup> and 5 <sup>th</sup> Year Retention Recommendation	
	Feb. 22, 2008	Tenure Reconsiderations	
	Feb. 29, 2008	Report 4 <sup>th</sup> and 5 <sup>th</sup> Year Retention Reconsiderations	
	<b>Department Chairperson</b>	Sept. 12, 2007	Receive instructions for Yearlong faculty schedules
		Oct. 10, 2007	Submit summer 2008 course proposals intersession and rotation plans to Deans for approval
		Oct. 17, 2007	Forward promotions (Professors)
Oct. 26, 2007		Forward 2 <sup>nd</sup> & 3 <sup>rd</sup> Year Retention Recommendations Report Promotion Recommendations/Reconsiderations (Professor)	
Oct. 26, 2007		Discuss 2008-2009 yearlong assignments with faculty	
Nov. 1, 2007		Receive Tentative summer 2008 course list; discuss Assignments; notify Unit B lecturers of place on summer rotation roster (and Unit A) (Contract date)	
Nov. 2, 2007		Report 2 <sup>nd</sup> & 3 <sup>rd</sup> Year Retention reconsiderations	
Nov. 2, 2007		Promotion to Assistant and Associate Recommendations	
Nov. 12, 2007		Promotion to Assistant and Associate Reconsiderations	
Nov. 15, 2007		Forward sabbatical, administrative educational and retraining leave recommendations Submit yearlong proposals to Dean for 2008-2009	
Nov. 16, 2007		Report promotions (Professor)	
Dec. 3, 2007		Forward PAI recommendations	
Dec. 12, 2007		Report PAI reconsiderations	
Feb. 25, 2008		Forward tenured faculty annual evaluations	
Feb. 29, 2008		Forward 1 <sup>st</sup> Year & Tenure retention recommendations	
Mar. 1, 2008		Override requests due for 2007-2008	
Mar. 10, 2008		Report 1 <sup>st</sup> Year & Tenure reconsiderations and Forward 4 <sup>th</sup> & 5 <sup>th</sup> Year retention recommendations	
Mar. 15, 2008		Chair develops re-employment roster for Unit B lecturers (contract date) Report Unit B lecturer retention recommendation to deans	
Mar. 19, 2008		Report 4 <sup>th</sup> & 5 <sup>th</sup> Year retention reconsiderations	
Apr. 1, 2008		Chairs notify lecturers of position on re-employment list (Contract Date)	
Apr. 4, 2008	Chairs sends work plan for Unit B, ASP and C to Dean		

	Apr. 1 – May 1	Unit B lecturer annual evaluations, completed before continued appointment letters can be issued.
	May 1, 2008	Supervisor completes written evaluation Unit B, ASP, and C
	May 9, 2008	Unit A and full-time Unit B receive approved yearlongs
	July 15, 2008	Summer school overrides due
Dean	Oct. 26, 2007	Approved summer 2008 schedules to Summer Committee; copy to departments for chairs, faculty
	Nov. 7, 2007	Forward 2 <sup>nd</sup> & 3 <sup>rd</sup> Year retention recommendations
	Nov. 7, 2007	Forward promotions (Professor)
	Nov. 16, 2007	Report 2 <sup>nd</sup> & 3 <sup>rd</sup> Year retention reconsiderations
	Nov. 16, 2007	Report Promotion Reconsiderations (Professor)
	Nov. 19, 2007	Forward promotions (Assistant and Associate) recommendations
	Nov. 27, 2007	Report promotion (Assistant and Associate) reconsiderations
	Dec. 3, 2007	Forward sabbatical, administrative educational and Retraining leave recommendations for 2008-2008
	Dec. 3, 2007	Review Yearlong Assignments and class schedules for 2008-2009 academic year Summer Schedule due to Provost
	Jan. 4, 2008	Forward PAI recommendations
	Jan. 15, 2008	Report PAI reconsiderations
	Mar. 3, 2008	Forward 1 <sup>st</sup> Year recommendations
	Mar. 11, 2008	Report 1 <sup>st</sup> Year reconsiderations and
	Mar. 20, 2008	Forward Tenure recommendations
	Mar. 25, 2008	Tenured faculty annual evaluations
	Mar. 28, 2008	Forward 4 <sup>th</sup> & 5 <sup>th</sup> Year retention recommendations
	Mar. 31, 2008	Report Tenure reconsiderations
	Apr 4 – May 5	Units B/C recommendations for continued retention
	Apr. 8, 2008	4 <sup>th</sup> & 5 <sup>th</sup> Year retention reconsiderations
	May 1, 2008	Dean forward Chair recommendations
	May 5, 2008	Forward chairpersons election recommendations Annual evaluation Unit B, ASP and C
	May 5, 2008	Forwards Unit B, ASP, and C work plans to Provost
University Personnel Committee	Nov. 29, 2007	Forward 2 <sup>nd</sup> & 3 <sup>rd</sup> Year retention recommendations
	Nov 28, 2008	Forward promotions (Professor)
	Dec 3, 2007	Forward promotions (Assistant and Associate) recommendations
	Dec 7, 2007	Report 2 <sup>nd</sup> & 3 <sup>rd</sup> Year retention reconsiderations
	Dec 10, 2008	Report promotions (Professor) reconsiderations
	Dec. 12, 2008	Report promotions (Assistant and Associate) reconsiderations
	Jan 25, 2008	PAI recommendations
	Feb 4, 2008	PAI reconsiderations

	Mar. 18, 2008	Forward 1 <sup>st</sup> Year recommendations
	Mar. 25, 2008	Report 1 <sup>st</sup> Year reconsiderations
	Apr. 10, 2008	Forward Tenure recommendations
	Apr. 17, 2008	Report Tenure reconsiderations
	Apr. 18, 2008	Forward 4 <sup>th</sup> & 5 <sup>th</sup> Year retention recommendations
	Apr. 25, 2008	Report 4 <sup>th</sup> & 5 <sup>th</sup> Year retention reconsiderations
<b>President and Provost</b>	Dec. 14, 2007	Provost receives Yearlong Assignments from Deans
	Dec. 15, 2007	Announce 2 <sup>nd</sup> & 3 <sup>rd</sup> Year Retention Decisions
	Dec 21, 2007	Act on Sabbatical & Leave requests (Contract Date)
	Dec 21, 2007	Acts on promotion ( Professor )
	Dec 21, 2007	Acts on Promotion (Assistant and Associate)
	Jan. 15, 2008	Announce faculty/staff of sabbatical, administrative educational and retraining leaves for 2008-2009
	Jan. 31, 2008	Provost reviews assignments with deans
	Feb. 1, 2008	Notify Unit B-ASPs of non-retention (Contract Date)
	Feb. 15, 2008	PAI recommendation
	Apr 1, 2008	Notify faculty of 1 <sup>st</sup> Year retention decisions (Contract Date)
	April 21, 2008	Provost receives annual tenured faculty evaluations
	Apr. 30, 2008	Notify faculty of tenure retention recommendation
	May 1, 2008	ASP and Resource Professional Appointments letters(Contract Date)
	May 1, 2008	Announce Faculty Excellence decisions
	May 5, 2008	Notify faculty of 4 <sup>th</sup> and 5 <sup>th</sup> Year retention decisions
	May 7, 2008	Provost receives ASP/Unit C work plans
May 7, 2008	At May Board of Trustees meeting, decision reached on Tenure Promotion recommendations reported at Board meeting	
May 8, 2008	Provost forwards chair election results	
May 11, 2008	Unit B-lecturers (full-time) letters of appointment	
May 15, 2008	Announce chairpersons appointments	
June 1, 2008	Notify faculty of Board action on tenure (Contract Date)	
June 2, 2008	Provost approves Unit B, ASP, C annual work plans	
June 15, 2008	Unit B-ASP and C retention notification	

## FIRST YEAR OF SERVICE RETENTION\*

JANUARY  
22<sup>nd</sup> (T)

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 22, 2008**).

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

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  
11<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.

FEBRUARY  
29<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).

MARCH  
10<sup>th</sup> (M)

Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEES, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

MARCH  
3<sup>rd</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 (20.5).

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

MARCH  
18<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  
25<sup>th</sup> (T) 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  
1<sup>st</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 2006-2010 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

- SEPTEMBER 14<sup>th</sup> (F) 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 14, 2007; 3<sup>rd</sup> year: September 15, 2006 to September 12, 2007**).\*
- OCTOBER 5<sup>th</sup> (F) 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).
- OCTOBER 12<sup>th</sup> (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER 26<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).
- NOVEMBER 2<sup>nd</sup> (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER 7<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, 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).

NOVEMBER 16<sup>th</sup> (F) Deans report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE , ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.

NOVEMBER 29<sup>th</sup> (R) University Personnel Committee sends personnel files and recommendations (with 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).

DECEMBER 7<sup>th</sup> (F) University Personnel Committee reports recommendations based upon its reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEPARTMENT CHAIRPERSONS, DEAN, FACULTY MEMBER CONCERNED, ACADEMIC VICE PRESIDENT, CONTRACT ADMINISTRATOR.

DECEMBER 15<sup>th</sup> (S) 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 (Contract Date).

\*For regulations concerning performance standards for retention in various probationary years, consult the 2006-2010 Contract (Article 19).

## RETENTION IN FOURTH AND FIFTH PROBATIONARY YEARS

FEBRUARY  
1<sup>st</sup> (F)      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, 2006 to February 1, 2008, 5<sup>th</sup> year - February 15, 2007 to February 1, 2008**).\*

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

MARCH  
10<sup>th</sup> (M)      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  
19<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.

MARCH  
28<sup>th</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, 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  
8<sup>th</sup> (T)

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

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

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  
25<sup>th</sup> (F)

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

MAY  
7<sup>th</sup> (W)

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 2006-2010 Contract (Article 19).

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

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

FEBRUARY 15 <sup>th</sup> (F)	<p>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).</p> <p>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>.</p>
FEBRUARY 15 <sup>th</sup> (F)	<p>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.</p>
MARCH 15 <sup>th</sup> (R)	<p><u>Department Chair</u> 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) 2006-2010 <u>Contract</u> (Contract Date).</p>
APRIL 1 <sup>st</sup> (T)	<p><u>Deans</u> submit retention roster and annual evaluation(Contract Date).</p>
MAY 1 <sup>st</sup> (R)	<p>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.)</p>

## TENURE

- JANUARY  
22<sup>nd</sup> (T)      Faculty members wishing to be considered for tenure should apply by submitting 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 22, 2008**).\*
- JANUARY  
13<sup>th</sup> (W)      Department Personnel Committees send personnel files and recommendations with written reasons to department chairpersons.
- 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  
22<sup>nd</sup> (F)      Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- FEBRUARY  
29<sup>th</sup> (T)      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 (22.10).
- MARCH  
10<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  
20<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 (22.11).

MARCH  
31<sup>st</sup> (M)

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

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

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  
17<sup>th</sup> (R)

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> (W)

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  
7<sup>th</sup> (W)

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

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 2006-2010 Contract (Article 22) and the document entitled, "Educational Requirements for Tenure" which in the Appendix section of the Contract.

## PROMOTION TO PROFESSOR

- AUGUST 31<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> (F) Faculty members applying for promotion to professor should submit their portfolios to their chairpersons.
- SEPTEMBER 28<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 12<sup>th</sup> (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- OCTOBER 17<sup>th</sup> (W) 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> (F) Department chairpersons report recommendations based upon their reconsideration to: DEPARTMENT PERSONNEL COMMITTEE, DEAN, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, CONTRACT ADMINISTRATOR.
- NOVEMBER 7<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 (21.6).

NOVEMBER  
16<sup>th</sup> (F)

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

NOVEMBER  
28<sup>th</sup> (W)

University Personnel Committees send 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 to request a reconsideration of the recommendation made by the University Personnel Committee (21.7).

DECEMBER  
10<sup>th</sup> (M)

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

DECEMBER  
21<sup>st</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.

MAY  
7<sup>th</sup> (W)

President reports promotion decisions to the Board at its May meeting.

\*For regulations concerning eligibility for promotion and for specific details concerning progression of exceptional applications, and the 2006-2010 Contract.



## PROMOTION TO ASSISTANT AND ASSOCIATE PROFESSOR

- SEPTEMBER 17<sup>th</sup> (R) 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 28<sup>th</sup> (F) Faculty members applying for promotion to assistant or associate professor should submit their portfolios to their chairpersons.
- OCTOBER 16<sup>th</sup> (T) 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 26<sup>th</sup> (F) Department Personnel Committees report recommendations based upon their reconsideration to: DEPARTMENT CHAIRPERSONS, ACADEMIC VICE PRESIDENT, FACULTY MEMBER CONCERNED, DEAN, CONTRACT ADMINISTRATOR.
- NOVEMBER 2<sup>nd</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).
- NOVEMBER 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.
- NOVEMBER 19<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  
27<sup>th</sup> (T)

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

DECEMBER  
3<sup>rd</sup> (M)

University Personnel Committees send 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 to request a reconsideration of the recommendation made by the University Personnel Committee (21.7).

DECEMBER  
12<sup>th</sup> (W)

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

DECEMBER  
21<sup>st</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.

MAY  
7<sup>th</sup> (W)

President reports promotion decisions to the Board at its May meeting.

\*For regulations concerning eligibility for promotion and for specific details concerning progression of exceptional applications, and the 2006-2010 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.

JANUARY  
25<sup>th</sup> (F)     Faculty members provide chairpersons and program directors with the above mentioned supporting materials and other professionally related materials for evaluation.

FEBRUARY  
25<sup>th</sup> (M)     Chairpersons and program directors prepare a written evaluation statement for each faculty member considered.

MARCH  
25<sup>TH</sup> (T)     Copies of the written evaluation statement shall be forwarded to the dean for review. A copy is sent to the employee who attach a written response.

APRIL  
21<sup>st</sup> (M)     “After the review, the dean will forward her/his recommendation to the provost.”  
(Article 19.4.c.(2))

**SABBATICALS**  
**UNIT A**

- OCTOBER  
12<sup>th</sup> (F)      Faculty members will submit proposals on official forms to their department chairpersons.
- NOVEMBER  
15<sup>th</sup> (R)      Department chairpersons will recommend each proposal received as “academically acceptable” or “academically unacceptable”\* and forward all proposals to the appropriate dean.
- DECEMBER  
3<sup>rd</sup> (M)      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.
- DECEMBER  
14<sup>th</sup> (F)      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.
- JANUARY  
15<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 12 <sup>th</sup> (F)	Faculty members submit applications on official forms to their department chairpersons.
NOVEMBER 15 <sup>th</sup> (R)	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.
DECEMBER 3 <sup>rd</sup> (M)	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.
DECEMBER 14 <sup>th</sup> (F)	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.  The University President acts on the recommendations presented by the Provost and Academic Vice President and notifies faculty members of her decisions.
JANUARY 15 <sup>th</sup> (T)	The President will announce the names of those receiving leaves.

Note: Applications submitted pursuant to Article 24, 2002-2005 Contract, Staff Reduction Procedures, shall be considered at any time.

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

**2008--2009**

**Yearlong Assignments**

SEPTEMBER 12 <sup>th</sup> (W)	Chairpersons and program directors receive instructions and guidelines.
SEPTEMBER 27 <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 26 <sup>th</sup> (F)	Chairpersons and program directors discuss tentative workload and assignments with Unit A faculty and build department schedules.
NOVEMBER 15 <sup>th</sup> (R)	Chairpersons and program directors submit schedules, workloads and assignments to deans.
DECEMBER 3 <sup>rd</sup> (M)	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 14 <sup>th</sup> (F)	Yearlong Assignments and class schedule information are due in the Office of the Provost and Vice President for Academic Affairs to Course Scheduling.
JANUARY 31 <sup>st</sup> (R)	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> (F)	Unit B – Lecturers apply for re-employment to chairs.
FEBRUARY 29 <sup>th</sup> (F)	Academic Support Professionals and Unit C meet to discuss schedules, work loads, assignments, and duties with supervisor/chairs.
MARCH 15 <sup>th</sup> (S)	Chairs develop re-employment roster for Unit B (Contract Date).
APRIL 1 <sup>st</sup> (T)	Chairs notified Unit B – Lecturers of position on roster (Contract Date).
APRIL 4 <sup>th</sup> (F)	Academic Support Professionals and Unit C workplans submitted to appropriate Dean.
May 5 <sup>th</sup> (M)	Academic Support Professionals and Unit C submit workplans to Provost and Vice President for Academic Affairs.
MAY 9 <sup>th</sup> (F)	Date by which Unit A faculty members and resource professionals and full-time Unit B – Lecturers receive official written copy of the 2008-2009 assignment of duties.
JUNE 1 <sup>st</sup> (S)	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).
<b>NOTE:</b>	Faculty members shall receive a copy of any modification in the 2008-2009 yearlong

assignment of duties from their department chairpersons and/or director.

### **SUMMER SESSION 2008**

SEPTEMBER 14 <sup>th</sup> (F)	Declaration of Final Four for summer Employment. This is an irrevocable declaration to retire (letter to chairs and contract administrator with date of retirement).
SEPTEMBER 14 <sup>th</sup> (F)	Faculty members who wish consideration for teaching in the Summer School, 2008, must notify their chairpersons or program directors in writing by this date.
OCTOBER 10 <sup>th</sup> (W)	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.
OCTOBER 26 <sup>th</sup> (F)	Deans review schedules and assignments 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.
NOVEMBER 1 <sup>st</sup> (R)	Chairpersons and program directors receive tentative Summer School course lists (Including contract and extension courses) from Summer School Committee.
DECEMBER 3 <sup>rd</sup> (M)	All approved schedules are due in the office of Contract Administration (ADM 308).
DECEMBER 14 <sup>th</sup> (F)	Summer School Committee reviews schedules and assignments. Changes will be sent to department chairs.
DECEMBER 14 <sup>th</sup> (F)	Faculty receive preliminary summer 2008 assignments from department chairs. Preliminary summer schedule on the WEB.
MARCH 23 <sup>rd</sup> (M) to APRIL 30 <sup>th</sup> (W)	Priority WEB registration begins for Summer advanced registration Regular campus summer registration (opens before each session).
MAY 2 <sup>nd</sup> (F)	Date by which Summer School faculty members receive their Summer Session 2008 Employment Status Form.
JULY 15 <sup>th</sup> (T)	Overrides authorization for Summer School due in Office of Contract Administration.

**\*PROFESSIONAL ADVANCEMENT INCREASE**  
**UNIT A (Article 19.5)**

OCTOBER 8 <sup>th</sup> (M)	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.
OCTOBER 22 <sup>nd</sup> (M)	Faculty members applying for the professional advancement increase should submit their portfolios to their chairpersons.
NOVEMBER 12 <sup>th</sup> (M)	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.
NOVEMBER 28 <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.
DECEMBER 3 <sup>rd</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.
DECEMBER 12 <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.
JANUARY 4 <sup>th</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, 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.

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

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

JANUARY  
25<sup>th</sup> (F)

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.

FEBRUARY  
4<sup>th</sup> (M)

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

FEBRUARY  
15<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 2006-2010 Contract (Article 19).

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

OCTOBER 8 <sup>th</sup> (R)	President shall request of the Faculty Senate and the Union recommendations of the faculty to serve on the Faculty Excellence Awards .
NOVEMBER 7 <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 3 <sup>rd</sup> (M)	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 25 <sup>th</sup> (F)	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 3 <sup>rd</sup> (M)	All portfolios are due in the Office of the Provost and Vice President for Academic Affairs.
APRIL 15 <sup>th</sup> (T)	Faculty Excellence Awards Committee recommends nominees to the President (Contract Date).
MAY 1 <sup>st</sup> (R)	President announces the names of the individuals to receive a Faculty Excellence Award.

## ELECTION OF CHAIRPERSONS

MARCH  
3<sup>rd</sup> (M)

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  
1<sup>st</sup> (M) - 25<sup>th</sup> (F)

Departments conduct their elections.

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

Departments forward their recommendations to the dean.

MAY  
1<sup>st</sup> (R)

Deans forward departmental recommendations, along with their own, to the Provost and Vice President for Academic Affairs.

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

The Provost provides the President with the election results.

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

The University President announces his/her decisions.

## Important Dates to Remember

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(Some Date are Subject to Change)

April 22-August 1 August 6-15, 2007 August 13 – 17, 2007 August 16, 2007 August 20, 2007	Advance Fall Web Registration via CSU-Xpress Fall Web Registration via CSU X-press/Intersession Registration Regular Registration – via CSU X-press Cut Session Day and Evening Classes begin
September 3, 2007	Labor Day Holiday – No Class
October 25, 2007	Midterm Grade Reports due to Registrar
November 12-30, 2007 November 22 – 25, 2007	Priority Web Spring 2008 Registration Thanksgiving Holiday
December 2, 2007 December 3 – 9, 2007 December 11, 2007 December 12, 2007 December 13-January 10, 2008 December 16-January 16, 2008	Last Day of Classes – fall term Final Exam Period Final Grade Reports due to Registrar via CSU X-press Fall term ends Intersession Spring 2008 Web Registration
January 17, 2008 January 22, 2008 January 22-23, 2008 January 21, 2008	Cut Session Day and Evening Classes begin Late Registration Martin Luther King’s Holiday – no classes, campus holiday
February 1, 2008 February 18, 2008	Graduation Application Deadline President’s Day – no classes, campus holiday
March 13, 2008 March 16 – 22, 2008 March 23 –April 30, 2008	Midterm Grade Reports due to Registrar via CSU X-press Spring Recess – no classes (not campus holiday) Summer 2008 Priority Web Registration students continue to register on campus and via the web prior to the start of each session Priority Registration Fall 2008
April , 2008	Honors Convocation (TBA)
May 7, 2008 May 8 –14, 2008 May 15, 2008 May 16, 2008 Apr. 30, May 4-7, 13-17, 2008 May , 2008 May 26, 2008	Last Day of Classes Final Exam Period Final Grade Reports due to Registrar via CSU X-press Spring Semester Ends Regular Registration – all summer sessions Commencement (TBA) Memorial Day – no classes, campus holiday
June 2, 2008	Summer Session 1 <sup>st</sup> five week (ends 7/3) & 10 weeks session begin
July 4, 2008 July 7, 2008	Independence Day – no classes, campus holiday Summer Session 2 <sup>nd</sup> five Week (ends 8/8)
August 8, 2008 August 11, 2008 August 18-22, 2008 August 21, 2008 August 25, 2008	Summer School ends Summer School Final Grade Reports due to Registrar via CSU X-press Fall 2008 Web and Intersession Registration Cut Session Fall 2008 class Begins (on campus registration starts)