1. Assignment of Duties

2. Retention

3. Administrative Educational Leave

4. Retraining Leaves
PERSONNEL ACTIONS
ASSIGNMENT OF DUTIES

2006-2007 Yearlong Assignments

September
15, 2005 Declaration of Retirement and Sick Leave Buyout forms due in Contract Administration (for those accruing compensable sick leave).

October
14, 2005 Submit application to supervisor for Administrative Educational and Retraining Leave

2006
March
8th (W) Employees and supervisors meet to discuss schedules, work loads, assignment, duties and responsibilities. Annual work plan is developed for each academic support professional.

April
Work plans are submitted to the appropriate dean for approval, if applicable.

7th (F)

May
Work plans are submitted to the appropriate University Vice President for approval.

5th (F)

May
Employees receive their official work plan for 2006-2007.

24th (F)
ANNUAL RETENTION


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 1st to Employees hired between these dates enter the second year of service on July 1st
December 31st

January 1st to Employees hired between these dates enter the second year of service on July 1st
June 30th

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

May 3rd Annual evaluation period for all employees.
In the employee's first, second, third, fourth, fifth, and each subsequent second year of employment in the bargaining unit, the employee's annual evaluation shall include a recommendation for or against retention.

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

Dean/Director, if any, shall submit a written retention recommendation to the appropriate 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 employees receiving retention in the sixth and each subsequent two-year periods, the recommendation is for two-year appointments; all other are recommendations are for one-year periods.
ADMINISTRATIVE EDUCATIONAL LEAVE
2006-2007

October All employees submit applications on official forms to their immediate supervisors.
14th (F) .

November Supervisors will recommend each proposal received as "academically acceptable"
15th (T) or "academically unacceptable",* and forward all proposals to the appropriate dean/director, if applicable.

November Deans/directors, if applicable, will recommend each proposal received as
30th (W) "academically acceptable" or "academically unacceptable"* and forward all proposals to the appropriate University Vice President.

December The Vice President will recommend each proposal received as "academically acceptable" or "academically unacceptable"* and forward all proposals to the Assistant Vice President for Academic Personnel and Contract Administration, who submit the applications and recommendations to the Provost for the President’s decision.

January 2006
The President will announce the name(s) of those Academic Support Professionals,
6th Non-Civil Service Technical Support employees, and employees who have been awarded an administrative educational leave.
*Written reasons for a recommendation of "academically unacceptable" will be provided by the individual making the recommendation.
October Academic Support Professionals and Non-Civil Service Technical Support
14th (F) employees submit applications on official forms to their immediate supervisor.

November Supervisors provide a recommendation, supported by written reasons, for each
15th (R) 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 for each application based on University programmatic needs. All applications are forwarded to the Vice President.

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

January The President acts on the recommendations presented by the appropriate
6th (F) University Vice President and notifies each employees of her decision.
ANNUAL EVALUATION PROCEDURES
2006-2007

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 2nd Each employees shall be evaluated annually by her/his supervisor in May:
(F)
- 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 each subsequent 2nd year of employment shall include a recommendation for retention or non-retention.

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

16th (F) The University Vice President reviews the recommendation with the President.

June The President notifies the employee in writing decisions regarding retention.

2nd (M)

June 15th (M)
## WORKS PLANS

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

### 2005-2006

<table>
<thead>
<tr>
<th>Action</th>
<th>Develop Work Plans</th>
<th>Submit Work Plans to Supervisor</th>
<th>Submit Plan to Vice President</th>
<th>Received Approved Work Plans Eff: 7/1/05</th>
<th>Application for Education or Retraining Leaves (ASP &amp; Non-CVTSE only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>3/8/06</td>
<td>4/7/06</td>
<td>5/6/06</td>
<td>5/15/06</td>
<td>10/4/05</td>
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</table>

## RETENTION

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

### 2005-2006

<table>
<thead>
<tr>
<th>Action</th>
<th>Annual Evaluation</th>
<th>Supervisor Written Recommendation</th>
<th>Provost to President</th>
<th>President Decision</th>
<th>Notice of Non-Retention (does not apply to civil service technical support employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>5/3/06</td>
<td>5/17/06</td>
<td>6/1/06</td>
<td>6/15/06</td>
<td>2/1/06</td>
</tr>
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