CHICAGO STATE UNIVERSITY
2020-2021 UNIVERSITY TIMETABLE
FOR PERSONNEL ACTIONS

Unit A: Tenured/Tenure Track – Teaching Professionals and Resource Professionals
Non-Tenure Track – Clinical and Research Faculty

Unit B: Non-Tenure Track - Full and Part-Time Lecturers, Clinical Faculty, and Academic Support Professionals

Teaching Faculty, Resource Professionals, Clinical and Research Faculty

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<td>Unit A &amp; Unit B (Full-time) – Apply for Summer 2021 Teaching Assignment by submitting request to Chairperson</td>
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<td>Sept. 11, 2020</td>
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Departmental Personnel Committee (DPC)

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<td>Feb. 18, 2021</td>
<td>Forwards Tenure Recommendations</td>
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<td>Feb. 18, 2021</td>
<td>Forwards Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations</td>
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Feb. 26, 2021 Report 4th & 5th Year Retention Reconsiderations
Feb. 26, 2021 Reports Tenure Reconsiderations
Feb. 26, 2021 Report Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations

**Department Chairperson**

Sept. 15, 2020 Receive instructions for Yearlong Schedules and Summer School 2021
Sept. 18, 2020 Submit Summer 2021 course proposals and rotation plans to Deans for approval

[Note Contract Language: if no roster by February 1, UPI President and Provost create.]

Oct. 15, 2020 Submit Revised AY2021 Yearlongs
Oct. 16, 2020 Forward 2nd & 3rd Year Retention Recommendations
Oct. 26, 2020 Report 2nd & 3rd Year Retention Reconsiderations
Oct. 27, 2020 Discuss 2021-2122 yearlong assignments with Unit A employees
Oct. 27, 2020 Forward Promotions & PAI Recommendations

Oct. 30, 2020 Notify Unit B Lecturers of place on Summer Rotation Roster (11/1 - Contract date)
Nov. 4, 2020 Forward Sabbatical, Administrative Educational and Retraining Leave Recommendations
Nov. 6, 2020 Report Promotions and PAI Reconsiderations
Nov. 12, 2020 Receive Tentative Summer 2021 course list; discuss assignments
Nov. 19, 2020 Submit 2021-2022 yearlong proposals to Dean [no override forms for 2021-2122]

Feb. 15, 2021 Forward Annual Tenured Faculty Evaluations and, by Feb. 18, explanation of less than “adequate” ratings
Feb. 22, 2021 Forward 1st Year retention Recommendations
Feb. 29, 2021 Report 1st Year Reconsiderations

Mar. 4, 2021 Forward 4th & 5th Year retention Recommendations
Mar. 4, 2021 Forward Tenure Recommendations
Mar. 4, 2021 Forward Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations
Mar. 12, 2021 Report 4th & 5th Year retention Reconsiderations
Mar. 12, 2021 Develops and sends re-employment roster for Unit B lecturers to Dean
Mar. 15, 2021 Report Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations
Mar. 15, 2021 Report Tenure Reconsideration
Mar. 13, 2021 Report Unit B lecturer retention recommendation to deans (3/15 -- Contract date)
Mar. 19, 2021 Unit B lecturer and clinical lecturer evaluations due. [Must be completed before re-appointment letters issued.](3/21 -- Contract date)
Mar. 25, 2021 Submit revised Fall 2020-Spring 2021 yearlongs [FAA Data & Outside Employment Sections Complete]
Mar. 25, 2021 Override requests for 2020-2021 due [Final date to ensure override payment by end of term.]

Apr. 1, 2021 Chairs notify Unit B lecturers of place on re-employment roster (4/1 -- Contract date)
Apr. 7, 2021 Unit B-ASP and Unit C Annual Work Plans due to Deans

May 6, 2021 Unit B-ASP and Unit C Annual Evaluation and Retention due to Deans
May 12, 2021 Summer School override forms due

**Dean**

Sept. 28, 2020 Approved preliminary Summer 2021 schedules to Summer Committee; give copy of approved summer rotation roster to departments for chairs and faculty

Nov. 9, 2020 Forward 2nd & 3rd Year Retention Recommendations
Nov. 15, 2020 Submit revised AY2021 Yearlongs
Nov. 19, 2020 Forward Promotions & PAI Recommendations
Nov. 19, 2020 Report 2nd & 3rd Year Retention Reconsiderations
Nov. 23, 2020 Forward Sabbatical, Administrative Educational and Retraining leave recommendations
Nov. 30, 2020 Report Promotion & PAI Reconsiderations

Dec. 11, 2020 Send Schedules to Provost (for Review & Approval) and to Course Scheduling (for preview)
Dec. 19, 2020 Submit Yearlong Assignments and class schedules for 2021 – 2122
Mar. 1, 2021  Forward 1st Year Recommendations
Mar. 8, 2021  Report 1st Year Reconsiderations
Mar. 19, 2021  Forward Tenured faculty annual evaluations
Mar. 23, 2021  Forward Tenure Recommendations
Mar. 23, 2021  Forward Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations
Mar. 26, 2021  Forward 4th & 5th Year Retention Recommendations

Apr. 1, 2021  Report Tenure Reconsiderations
Apr. 1, 2021  Report Forwards Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations
Apr. 8, 2021  Report 4th & 5th Year Retention Reconsiderations
Apr. 16, 2021  Send Unit B Lecturer re-employment recommendations to Provost

May 3, 2021  Forward chairperson election recommendations to Provost
May 12, 2021  Forward Unit B ASP and Unit C Work Plans to Provost
May 26, 2021  Completes and forwards Unit B ASP/Unit C Annual Evaluations to Provost and Human Resources

University Personnel Committee (UPC) and Mentoring Advisory Committee (MAC)

Nov. 23, 2020  Forward 2nd & 3rd Year Retention Recommendations
Dec. 4, 2020  Forward Promotions & PAI Recommendations
Dec. 8, 2020  Report 2nd & 3rd Year Retention Reconsiderations

Mar. 19, 2021  Forward 1st Year Recommendations
Mar. 26, 2021  Report 1st Year Reconsiderations

Apr. 6, 2021  Forward Tenure Recommendations
Apr. 13, 2021  Forward 4th & 5th Year Retention Recommendations
Apr. 16, 2021  Report Tenure Reconsiderations
Apr. 21, 2021  Report 4th & 5th Year Retention Reconsiderations

Apr. 29, 2021  Mentoring Advisory Committee (MAC) letters in re Professional Development Plans (5/1 – Contract Date)

President and/or Provost

Dec. 11, 2020  Announce Research Cues for 2021-2122
Dec. 11, 2020  Provost approves Summer Rotation Plans and Returns to Department Chairs
Dec. 15, 2020  Act on Sabbatical, Administrative Educational & Retraining leave requests
Dec. 15, 2020  Announce 2nd & 3rd Year Retention Decisions (12/15 -- Contract Date)

Jan. 15, 2021  Acts on Promotion & PAI Recommendation
Jan. 29, 2021  Notify Unit B-ASPs of non-retention (2/1 -- Contract Date)

Apr. 1, 2021  Notify faculty of 1st Year retention decisions (4/1 -- Contract Date)
Apr. 16, 2021  Notify faculty of results of their Annual Tenured Faculty Evaluation
Apr. 23, 2021  Notify faculty of Clinical 6+ and Multi-Year Clinical Faculty Retention Decisions
Apr. 26, 2021  Notify faculty of Tenure Recommendation to Board of Trustees (May meeting)

May 03, 2021  Announce Faculty Excellence decisions
May 04, 2021  Notify faculty of 4th & 5th Year retention decisions
May 08, 2021  May [tentative date] Board of Trustees meeting, decision reached on Tenure [Decision no later than June 1 -- Contract Date]

June 1, 2021  Provost approves Unit B-ASP and Unit C Work Plans (6/1 -- Contract Date)
June 1, 2021  Notify faculty of Board action on tenure (6/1 - Contract Date)
June 11, 2021  Unit B-lecturers (full time) letters of appointment for rehiring eligibility
June 15, 2021  Unit B and Unit C retention or rehire eligibility letters (6/15 -- Contract Date)
RETENTION: FIRST YEAR PROBATIONARY Unit A Faculty

Dates are when material is sent to next reviewer(s).

Feb. 4, 2021  **Faculty members** being evaluated for retention in their first year of service must submit their retention portfolios to the Department Personnel Committee (DPC).  [*Period of evaluation: date hired to February 4, 2021, if hired in Fall 2020 semester or earlier.*]

Feb. 12, 2021  **DPC** sends portfolio and recommendations with written reasons to department chairperson and faculty member.  Copies: Provost, appropriate vice president, dean, and contract administrator.

-  **Individual** has **three (3) working days** after receipt of notification to request a **reconsideration** of the recommendations to the Department Chairperson [Article 21.4].  [Feb. 15]

Feb. 17, 2021  **Department Chairperson** reports the DPC’s reconsideration for First Year retention in writing to the faculty member, Provost, appropriate vice president and contract administrator.

Feb. 22, 2021  **Department Chairperson** sends portfolio and their recommendations with reasons to the faculty member and dean.  Copies: DPC chairperson, Provost, appropriate vice president, and contract administrator.

-  **Individual** has **three (3) working days** after receipt of notification to request a **reconsideration** of the recommendations [Article 21.5].  [Feb. 25]

Feb. 29, 2021  Dept. Chairperson reports Reconsideration recommendation (with written reasons) to the faculty member and dean.  Copies: DPC chairperson, Provost, appropriate vice president, and contract administrator.

Mar. 1, 2021  **Dean** sends portfolio and recommendation (written reason if negative) to the Provost and Academic Vice President for transmittal to the University Personnel Committee (UPC).  Copies: faculty member, DPC, and contract administrator.

-  If an employee alleges **procedural error** has occurred, the Dean grants a reconsideration.  **Individuals** have **three (3) working days** after receipt of notification to request a Reconsideration [Article 21.5].  [Mar. 4]

Mar. 8, 2021  **Dean reports Reconsideration** recommendation to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.

Mar. 19, 2021  **UPC** sends portfolio and recommendations (written reasons if negative) to the Provost and Academic Vice President for transmittal to the President.  Copies: individual, DPC, Dept. Chairperson, and contract administrator.

-  **Individuals** have **three (3) working days** after receipt of notification of a negative recommendation at the University Personnel level, which **contradicts** a positive recommendation made by the DPC to request a reconsideration of the recommendation made by the UPC.  [Article 21.6].  [Mar. 23]

Mar. 26, 2021  **UPC Reconsideration** recommendations.  Copies to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.

Apr. 1, 2021  **President** acts on recommendations presented by the Provost/Academic Vice President.  The President notifies (with written reasons if the decision is negative) the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
RETENTION: SECOND AND THIRD PROBATIONARY YEARS Unit A Faculty
Dates are when material is sent to next reviewer(s).

Sept. 11, 2020  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 Committee (DPC). Faculty members undergoing Year 2 Retention evaluation who have elected to have previous university teaching experience counted toward advance standing will be evaluated at the designated higher performance standard for Probationary Year 3, 4, or 5. All others in Retention Year 2 and Year 3 will follow the normal evaluation criteria. [Review Period: 2nd year -- date hired to Sept. 11, 2020; 3rd year -- Sept. 12, 2019 to Sept. 11, 2020.]

Sept. 30, 2020  DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons are copied to the faculty member, dean, Provost/academic vice president, and contract administrator.

- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation for the DPC negative decision from the Department Chairperson (Article 21.4). [Oct. 5]

Oct. 9, 2020  Department Chairperson reports the DPC’s written reconsideration recommendations with reasons to: the faculty member, department chairperson, Provost/academic vice president, and contract administrator.

Oct. 16, 2020  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Provost, faculty member concerned, contract administrator.

- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Oct. 21]

Oct. 26, 2020  Department Chairpersons report written reconsideration recommendations with reasons to: DPC, Provost, faculty member concerned, and contract administrator.

Nov. 9, 2020  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: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

- If employees allege that procedural errors have occurred, the Dean grants reconsideration. Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Nov. 12]

Nov. 19, 2020  Deans report their reconsideration recommendations in writing with reasons to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

Nov. 23, 2020  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: DPC, chairperson, Provost, faculty member concerned, and contract administrator.

- Individuals have three (3) working days after receipt of notification of a negative recommendation at the UPC level, which contradicts a positive recommendation made by
the DPC, to request a reconsideration of the recommendation made by the UPC (Article 21.6). [Nov. 30]

**Dec. 8, 2020**  
**UPC** reports written **reconsideration** recommendations with reasons to the Provost/Academic Vice President with copies to: DPC, chairperson, dean, Provost, faculty member concerned, and contract administrator.

**Dec. 15, 2020**  
**President** acts on recommendations presented by the Provost/Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decision and copies: DPC, chairperson, dean, Provost, faculty member concerned, and contract administrator. (*Contract Date – Dec. 15*). [No further action or reconsideration by contract.]
RETENTION: FOURTH AND FIFTH PROBATIONARY YEARS Unit A Faculty

Dates are when material is sent to next reviewer(s).

Jan. 29, 2021  Date by which faculty members being evaluated for retention in their fourth and fifth probationary years must submit their retention portfolios to the DPC. [Review Period: 4th year – Sept. 12, 2019 to Jan. 29, 2021; 5th year - January 21, 2020 to Jan. 29, 2021].

Feb. 16, 2021  DPC send personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons are copied to: Provost/Academic Vice President, dean, faculty member concerned, and contract administrator.

- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation to the Department Chairperson (Article 21.4). [Feb. 19]

Feb. 26, 2021  DPC reconsiders. Dept. Chairperson reports the DPC’s written reconsideration recommendations. Recommendations and reasons are copied to: Provost/Academic Vice President, dean, faculty member concerned, and contract administrator.

Mar. 4, 2021  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, dean, Provost/Academic Vice President, faculty member, and contract administrator.

- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Mar. 9]

Mar. 12, 2021  Department Chairpersons report written reconsiderations recommendations with their reasons to: DPC, dean, Provost/Academic Vice President, faculty member, and contract administrator.

Mar. 26, 2021  Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Provost/Academic Vice President for transmittal to the University Personnel Committee. Recommendations and reasons should be copied to: DPC, chairperson, Provost/Academic Vice President, faculty member, and contract administrator.

- If employee alleges that procedural errors have occurred, the Dean grants reconsideration. Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Mar. 31]

Apr. 8, 2021  Deans report their written reconsideration recommendations with reasons to: DPC, chairperson, Provost/Academic Vice President, faculty member, and contract administrator.

Apr. 13, 2021  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: DPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator.

- Individuals have three (3) working days after receipt of notification of a negative recommendation at the UPC level, which contradicts positive recommendations made by the Department Personnel Committee to request a reconsideration of the recommendation made by the University Personnel Committee (21.6). [Apr. 16]
Apr. 22, 2021  **UPC** reports written **reconsideration** recommendations with reasons to: DPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator.

May 4, 2021  **President acts** on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decision and copies: DPC, UPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator. [No further action or reconsideration by contract.]
CLINICAL FACULTY (6+/Yearly or Multi-Year) ANNUAL EVALUATION

Dates are when material is sent to next reviewer(s).

Jan. 29, 2021  Clinical faculty should submit a portfolio of supporting materials to the Department Personnel Committee. [Review Period: January 18, 2020 to January 29, 2021].

Feb. 18, 2021  DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.

- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.4). [Feb. 22]

Feb. 26, 2021  Department Chair reports the DPC’s written reconsideration recommendations with their reasons to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Mar. 4, 2021  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [Mar. 8]

Mar. 15, 2021  Department Chairpersons report written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Mar. 23, 2021  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: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.

- If an employee alleges procedural errors have occurred, the Dean grants reconsideration. Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 21.5). [March 26]

Apr. 1, 2021  Dean reports written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.

Apr. 23, 2021  Provost acts on recommendations presented by the Academic Vice President. The Academic Vice President notifies the employee of her/his continued employment status (Article 21.5).
TENURE: UNIT A TENURE-TRACK FACULTY
Dates are when material is sent to next reviewer(s).

Nov. 30, 2020 **Application due** for tenure by **exceptionality**. Letter to Dept. Chairperson and Provost’s Office.

Jan. 29, 2021 **Faculty** members wishing to be considered for tenure should submit 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 [Review Period: date hired to January 15, 2021]. *(Tenure by exceptionality: apply by November 30, 2020; submit portfolio by January 29, 2021.]*

Feb. 18, 2021 **DPC** sends personnel files and **recommendations** with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.
- **Individuals** have **three (3) working days** after receipt of notification to request a reconsideration of the recommendation (Article 22.10). [Feb. 22]

Feb. 26, 2021 **Department Chair** reports the **DPC’s** written **reconsideration** recommendations with their reasons to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Mar. 4, 2021 **Department Chairpersons** send personnel files and their **recommendations** with written reasons to the dean. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.
- **Individuals** have **three (3) working days** after receipt of notification to request a reconsideration of the recommendation (Article 22.10). [Mar. 8]

Mar. 15, 2021 **Department Chairpersons** report written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

Mar. 23, 2021 **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: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.
- If an employee alleges procedural errors have occurred, the Dean grants reconsideration. **Individuals** have **three (3) working days** after receipt of notification to request a reconsideration of the recommendation (Article 22.11). [March 26]

Apr. 1, 2021 **Dean** reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.

Apr 6, 2021 **UPC** 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: DPC, Dean, Academic Vice President, faculty member, chairperson, and contract administrator.
For a reconsideration of the recommendations made by the UPC, *individuals* have **three (3) working days** after receipt of notification of a negative recommendation at the UPC level, which contradicts a positive recommendation made by the DPC [Apr. 9].

**Apr. 16, 2021**  
UPC reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

**Apr. 26, 2021**  
President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the recommendation is negative) the following of his/her recommendations: DPC, UPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator. There is no contractual provision for reconsideration.

**May 2021**  
President presents tenure recommendations to the Board. Board reviews and acts upon tenure recommendations at its regular May meeting on or about May 6th.

**June 1, 2021**  
Notification to faculty member of the tenure decision by the Board provided by the President (6/1 - Contract Date).
PROMOTIONS: Unit A Faculty
Dates are when material is sent to next reviewer(s).

Sept. 5, 2020 Faculty members, or academic administrators wishing to be considered for promotion, or requesting academic rank, should apply by submitting a letter of request to their department chairpersons and to the Contract Administrator. [Period of Review: for promotion from assistant to associate professor -- material developed since date of hire; for promotion to full professor – material since promotion to associate professor.]

Sept. 18, 2020 Faculty members and administrators should submit their portfolios to their chairpersons, or the chairperson in the department in which rank is sought.

Oct. 12, 2020 DPC send personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, faculty member, dean, and contract administrator.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (Article 22.5). [Oct. 15]

Oct. 22, 2020 DPC reports their written reconsideration recommendations with reasons to department chairpersons. Copies to: Academic Vice President, faculty member, dean, and contract administrator.

Oct. 27, 2020 Department Chairpersons send personnel files and their recommendations with written reasons to the deans. Recommendations and reasons should be copied to: DPC, Academic Vice President, faculty member, dean, and contract administrator.
- Individuals have three working days after receipt of notification to request a reconsideration of the recommendation (Article 22.5). [Oct. 30]

Nov. 6, 2020 Department Chairpersons report their written reconsideration recommendations with reasons. Copies to: Academic Vice President, DPC, and faculty member, dean, and contract administrator.

Nov. 19, 2020 Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the UPC. Recommendations and reasons should be copied to: DPC, faculty member, chairperson, and contract administrator.
- If an employee alleges that procedural errors have occurred, the Dean grants a reconsideration. Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation (Article 22.6). [Nov. 24]

Nov. 30, 2020 Deans report their written reconsideration recommendations with reasons to department chairpersons. Copies to: Academic Vice President, DPC, faculty member, and contract administrator.

Dec. 4, 2020 UPC 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: DPC, chairperson, dean, faculty member, and contract administrator.

- Individuals have **three (3) working days** after receipt of notification of a negative recommendation at the UPC level, which contradicts a positive recommendation made by the DPC to request a reconsideration of the recommendation made by the University Personnel Committee (Article 22.7). [If both DPC and UPC are negative, no reconsideration is given.] [Dec. 9]

**Dec. 14, 2020**  
**UPC** reports its written **reconsideration** recommendations with reasons to department Academic Vice President. Copies to chairpersons, deans, DPC, faculty member, and contract administrator.

**Jan. 15, 2021**  
**President** acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decision: Academic Vice President, chairpersons, deans, DPC, faculty member, and contract administrator.

**May 2021**  
**President reports** promotion decisions to the Board at its May meeting.
PROFESSIONAL ADVANCEMENT INCREASE
[Dates are when material is sent to next review.]

UNIT A (Article 20.5): Tenured Faculty and Clinical Faculty Members – Full Professors Only

Sept. 5, 2020  Eligible Faculty members wishing to be considered for the Professional Advancement Increase (PAI), apply by submitting a letter of request to their Dept. Chairperson. The applicant should forward a copy of the request to the Contract Administrator. Only faculty who have been full professors on tenure track for at least five years are eligible. Those who are in the fifth year after receiving a PAI may reapply. (See Article 20.5.b) [Period of Review: Material from the previous five-year period, Aug. 27, 2114 to Sept. 5, 2020.]

Sept. 18, 2020  Faculty members applying for the PAI submit their portfolios to their chairpersons.

Oct. 12, 2020  DPC sends personnel files and recommendations with written reasons to department chairpersons. Recommendations and reasons should be copied to: Academic Vice President, department chairperson, faculty member, dean, and contract administrator.  
- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation. [Oct. 17]

Oct. 22, 2020  Dept. Chairperson sends the DPC’s written reconsideration recommendation with their reasons to: Academic Vice President, department chairperson, faculty member, dean, and contract administrator.

Oct. 27, 2020  Department Chairpersons send personnel files and their recommendations with written reasons to the dean. Recommendations and reasons should be copied to: Academic Vice President, DPC, faculty member, dean, and contract administrator.  
- Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation. [Nov. 1]

Nov. 6, 2020  Department Chairpersons report written reconsideration recommendations with their reasons to: Academic Vice President, DPC, faculty member, dean, and contract administrator.

Nov. 19, 2020  Deans send personnel files and recommendations (with written reasons if their recommendations are negative) to the Academic Vice President for transmittal to the UPC. Recommendations and reasons should be copied to: Academic Vice President, DPC, faculty member, department chairperson, contract administrator.  
- If faculty alleges procedural errors have occurred, the Deans grants a reconsideration.  
  Individuals have three (3) working days after receipt of notification to request a reconsideration of the recommendation. [Nov. 22]

Nov. 30, 2020  Deans report recommendations based upon their reconsideration to: Academic Vice President, DPC, faculty member, department chairperson, and contract administrator.

Dec. 4, 2020  UPC 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: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator.
If the UPC contradicts a positive recommendation made by the DPC or by the department chairperson’s recommendation, *individuals have three (3) working days* after receipt of notification of a negative recommendation at the UPC level in which to request a reconsideration. [Dec. 9]

**Dec. 9, 2020**  
UPC reports written reconsideration recommendations with reasons to: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator.

**Jan. 17, 2021**  
President acts on recommendations presented by the Academic Vice President. The President notifies (with written reasons if the decision is negative) the following of his/her decisions to: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator. The decision at this level does *not* have a reconsideration provision in the contract.
FACULTY EXCELLENCE AWARDS: UNIT A Tenure Track and Clinical Faculty  
[Dates are when material is sent to next review.]

Oct. 5, 2020  The University President shall request of the Faculty Senate and the Union recommendations of the faculty members to serve on the Faculty Excellence Awards Committee.

Nov. 5, 2020  The 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.

Nov. 19, 2020  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.

Jan. 24, 2021  Faculty are sent information regarding application and nomination procedures for the Faculty Excellence Award, and the process by which recommendations will be made for faculty to receive the award.

Mar. 5, 2021  Faculty Submit Portfolios. All portfolios are due in the Office of the Provost and Vice President for Academic Affairs [addressed to: Contract Administration.] Period of Review: Material from March 6, 2020 through March 5, 2021.

Apr. 15, 2021  Faculty Excellence Award Committee submits recommends nominees to the President (4/15 -- Contract Date).

May 3, 2021  President announces the names of the individuals to receive the Faculty Excellence Award.
RESEARCH CUE AWARDS:
UNIT A Tenure Track

Dates are when material is sent to next reviewer(s).

Up to 51 CUEs may be awarded to faculty for conducting research activities within their assigned duties based upon criteria and recommendations from a Faculty Research CUE Committee. The committee creates deadlines and criteria. CUEs are requested in the fall for the following academic year. Letters announcing the research cue awards along with an application and criteria are sent to individual faculty members. Details for the selection process are in the mailed material. (Contract Appendix F, Paragraph 12) [Awards for the 2021 – 2122 Academic Year.]

Oct. 23, 2020  Faculty complete and submit application [application and electronic copies are required] by 6 PM to the committee chairperson and the Office of the Provost/Contract Administration.

Nov. 23, 2020  Research Review Committee makes its recommendation to the Provost and Senior Vice President for Academic Affairs.

Dec. 11, 2020  The Provost and Senior Vice President for Academic Affairs notifies the appropriate deans, department chairpersons and the committees of approved projects to receive Research CUEs for 2021 – 2122.
ANNUAL EVALUATION OF TENURED FACULTY:
Dates are when material is sent to next reviewer(s).

The annual evaluation for tenured employees not being considered for Promotion or PAI is a process to evaluate each faculty member’s work performance and accomplishments. The evaluation shall consist of the review by the Department Chair/Director of the required material and other professionally related materials, including work in progress done since the last evaluation. Faculty will be evaluated in the areas of teaching, research, and service using the standards of Exemplary and Adequate as specified in each Departmental Application of Criteria. [Period of Review: January 25, 2020 through February 2, 2021, which is the time since the last evaluation period.]

Feb. 2, 2021 Tenured Faculty submit differently on alternate years: Year 1 (beginning Spring 2021), a summary of work in each area (teaching-performance of primary duties/research-creative activity/service), specifically referencing the requirements of the departmental application of criteria, and following 19.4.c.1.b; and Year 2 (beginning Spring 2022), a portfolio with complete documentation to substantiate performance under 19.4.c.1.b. In either year, the Department Chair/Director and Dean may request additional documentation.

Feb. 15, 2021 Department Chairperson/Program Director writes an evaluation statement and sends it to the Dean for review. A copy of the evaluation statement is sent to the employee. The employee may attach a written response to the evaluation statement for inclusion in the personnel file.

Feb. 18, 2021 Department Chairperson/Program Director to provide notice to dean and faculty of reasons why any portfolio is less than “adequate” and informing faculty member of the right of written response.

Mar. 4, 2021 Deadline for faculty to acknowledge chair/program director’s rating of less than “adequate” in writing.

Mar. 19, 2021 Dean will forward her/his recommendation to the Provost. Copies to employee and chairperson.

Tenured Faculty must meet the “Adequate” level of performance as per the Departmental Application of Criteria (DAC) document for two consecutive years in any given criteria. Failure to do so will trigger a one-year appraisal and professional development process developed by a mentoring committee [Article 20.4.c(3)].

Apr. 16, 2021 Provost sends letters on evaluation status, including responses to faculty requests for reconsideration. The Provost will notify the employee failing to meet “Adequate” level of performance for two consecutive years in any given area as per the 2115 – 2118 Contract and Memorandum of Understanding. In the third year, if the Provost determines that a portfolio fails to meet the “adequate” standard in the relevant areas, s/he will send a written notification.
to the faculty member, the chair, the dean, and the union Chapter President referring the matter to Article 20.4.c(4) of the Contract. If a faculty member fails to participate in the development and implementation of a Professional Development Plan (3rd year) and does not meet the “Adequate” standard in the area under review in the following year (4th year), a sanction up to and including termination may be initiated following the procedures in Article 5.

April 29, 2021 Mentoring Advisory Committee (MAC) contacts faculty for mentoring process implementation. [May 1 -- Contract Date]
SABBATICALS (Unit A)
ADMINISTRATIVE EDUCATIONAL LEAVES (Unit B)
RETRAINING LEAVES (Unit A, Unit B-ASPs)

Dates are when material is sent to next reviewer(s).

Oct. 19, 2020  Employees will submit proposals on official forms to their department chairpersons. [Eligibility after 7-years. Articles 27.2, 27.3, 39.3 and 51.3]

Nov. 4, 2020  Department Chairpersons will recommend each proposal received as “academically acceptable” or “academically unacceptable” for sabbaticals. For other paid leaves application are based on programmatic needs and merit of the request in relationship to the employee’s duties and position. Chairpersons will include statements with reasons for the recommendation and forward all proposals to the appropriate dean. Forward copy to faculty member.

Nov. 23, 2020  Deans will recommend each proposal received as “academically acceptable” or “academically unacceptable” for sabbaticals, and for other paid leaves application programmatic needs and merit of the request in relationship to the employee’s duties and position. All proposals will be forwarded to the Provost/Academic Vice President. Deans will include statements with reasons for the recommendation and forward all proposals and recommendations to the Provost/Academic Vice President. Forward copies to faculty member and chairperson.

Dec. 15, 2020  Provost/Academic Vice President will recommend each proposal received as “academically acceptable” or “academically unacceptable” and forward all proposals to the President.

The President will decide which proposals are “academically acceptable” and “academically unacceptable, and for other paid leaves application programmatic needs and merit of the request. The President will provide written reasons to the authors of non-approved proposals.

The President will announce the names of those receiving sabbaticals, retraining leaves, and administrative educational leaves. Copies to employees, chairperson, dean, and contract administrator.
UNIT B: LECTURER RE-EMPLOYMENT ROSTER AND EVALUATION

**Dates are when material is sent to next reviewer(s).**

Appointments are contingent upon program need, annual evaluations, and availability of funds.

Feb. 8, 2021  **Lecturers** submit portfolios for evaluation to Department Chairperson. Unit B faculty are evaluated annually after one academic term [semester]. Renewable five-year contracts are awarded based on: (1) ten plus years of full-time instructional service and (2) “highly effective” performance evaluations for two years of the preceding five years.

Feb. 15, 2021  **Unit B faculty (teaching and clinical) apply** for retention. Appointment of Unit B faculty is contingent upon program need, evaluations, and availability of funds. Unit B faculty **notify in writing** the chairperson in the department in which they hold their teaching appointment of their wish to be considered for an appointment the following year by February 15th (2/15 - Contract Date).

Unit B faculty are responsible for providing in writing any changes in their address or phone to the department chairperson and the Office of Human Resources by February 15th.

Mar. 12, 2021  **Department Chair** develops a list of all employees wishing employment in the department during the subsequent year, providing a satisfactory evaluation has been conducted (Article 33) (3/15 - Contract Date). Re-employment Roster built upon those individuals applying for appointments by February 15 and those individuals on multi-year appointments.

Mar. 19, 2021  **Department Chair** submits **annual evaluation recommendation** to Dean (3/21 – Contract date).

Apr. 1, 2021  **Department Chair** notifies lecturer of position on re-employment roster. (4/1 - Contract date)

Apr. 16, 2021  **Dean** submits **annual evaluation recommendation** and **re-employment** request to Provost/Vice President for Academic Affairs [addressed to Contract Administrator]. Copy to Human Resources.

June 11, 2021  **President** notifies lecturer of re-hire eligibility status. Subsequent reappointments for Academic Year 2021-2022 will be based upon satisfactory evaluation, program need and available funding.
ASSIGNMENT OF DUTIES (UNIT A, B-LECTURERS, AND UNIT B – ASP/UNIT C)
Dates are when material is sent to next reviewer(s).

Sept. 11, 2020  Unit A/B faculty submit written request for a summer assignment AND apply for Final Four. Unit A/B and C -- Declaration of Retirement for Sick Leave Credit (buyout).

Sept. 15, 2020  Chairpersons and program directors receive instructions and guidelines.

Sept. 25, 2020  Unit A/B faculty or resource professionals may submit a proposal for yearlong assignment consideration by the chairpersons/program director.

Oct. 23, 2020  Chairpersons and program directors discuss tentative workload and assignments with faculty and build department schedules.

Nov. 20, 2020  Chairpersons and program directors submit schedules, workloads, and assignments to deans.

Dec. 4, 2020  Deans review schedules and assignments and request changes, if necessary. Changes will be discussed with faculty and resource professionals when/if changes are necessary.

Dec. 11, 2020  Deans - Yearlong Assignments and class schedule information are due in the Office of the Provost and Vice President for Academic Affairs [Contract Administration for approval who sends it to Course Scheduling].

Jan. 22, 2021  Provost’s Office will review schedules and assignments with Deans for final approval. If changes, faculty, and resource professionals will be contacted by chairs.

Feb. 8, 2021  Unit B – ASPs and Unit C employees submit work plans to chairs and directors.

Feb. 15, 2021  Unit B – Lecturers apply for re-employment to chairs (2/15 - Contract Date).

Mar. 9, 2021  ASPs and Unit C meet to discuss schedules, workloads, assignments, and duties with supervisor/chairs.

Mar. 12, 2021  Chairs develop re-employment roster for Unit B (3/15 - Contract Date).

Apr. 1, 2021  Chairs notify Unit B – Lecturers of position on roster (4/1 - Contract Date).

Apr. 7, 2021  Academic Support Professionals and Unit C work plans submitted to appropriate Dean.

May 1, 2021  ASPs annual evaluation due.

May 6, 2021  Chairs submit ASPs annual evaluations to Deans/Vice Presidents [Contract Administration and Human Resources receive copies].

May 12, 2021  Deans/VPs submit ASPs and Unit C work plans to Provost and Vice President for Academic Affairs [for Contract Administrator].
May 26, 2021  **Deans** submit ASPs annual evaluations to Vice Presidents [Contract Administration and Human Resources receive copies].

May 31, 2021  Date by which Unit A faculty members and resource professionals and full-time Unit B Lecturers receive official written copy of the 2021-2022 assignment of duties. *(6/1 – Contract Date)*

June 1, 2021  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 1st, or at the time of appointment, whichever is later *(6/1 - Contract Date).*

**NOTE:** Faculty members shall receive a copy of any modification in the 2020 - 2021 yearlong assignment of duties from their department chairpersons and/or director.
SUMMER SCHOOL 2021

[PTM 1: 10-Week, June 1 – August 7; PTM 2: 1st 5-Week, June 1 – July 3; PTM 3: 2nd 5-Week, July 5 – August 7]

Aug. 31, 2020  Department Chairpersons/Program Directors receive information on Summer 2021.

Sept. 11, 2020  Faculty: Declaration of Final Four for summer employment. This is an irrevocable declaration to retire (letter to chairs and contract administrator with date of Retirement.)

  Faculty members who wish consideration for teaching in the 2021 Summer School must notify their chairpersons or program directors in writing by this date.

Sept. 18, 2020  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 the Provost/Academic Vice President.

Sept. 28, 2020  All approved schedules are due in the office of Contract Administration (ADM 308). Deans send schedules and assignments to Summer School committee and requests changes, if necessary. Changes will be discussed with faculty when/if changes are necessary. The Summer School Committee must approve all changes. Summer School Committee reviews schedules and assignments. Changes will be sent to department chairs.

Oct. 16, 2020  Chairpersons and program directors receive Summer School course lists (including contract and extension courses) from Summer School Committee.

Oct. 30, 2020  Chairpersons notify Unit A and B of place on Summer Rotation Roster (11/1 -- Contract Date).

Dec. 14, 2020  Faculty receive preliminary Summer 2021 assignments from department chairs. Preliminary summer schedule placed on the University website.

May 14, 2021  Date by which Summer School faculty members receive their Summer Session 2021 Employment Status Form (tentative). Hiring forms and Override forms are needed for part-time lecturers and other employees for summer. Hiring forms should be submitted at least 30 days before classes start.

ELECTION OF CHAIRPERSONS
Unit A: Tenured and Tenure-Track Faculty Participate in the Election Process

Mar. 5, 2021  Deans are notified which departments in their colleges must hold an election to recommend a chairperson. The DEAN will receive the procedures for the election of department CHAIRPERSONS and the position description for department chairpersons.

Apr. 1-30, 2021  Departments conduct their elections. The senior, tenured faculty member conducts the elections. Names and vote tallies of all candidates are sent to the dean.

May 3, 2021  Deans forward departmental recommendations, along with all the votes and tallies from the department, and their own recommendation, to the Provost/ Vice President for Academic Affairs.

May 14, 2021  The Provost provides the President with the election results, including department and dean recommendations.

Summer 2021  The University President announces chairperson decisions.