

# CHICAGO STATE UNIVERSITY

## 2018-2019 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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Aug. 27, 2018	Unit A – <i>Apply</i> for <b>Promotions &amp; PAI</b> by submitting Letter of Intent to Chairperson & Contract Administrator
Sept. 5, 2018	Unit A – <i>Submit</i> <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Year</b> Retention Portfolio <b>[Including 2<sup>nd</sup> Year Faculty with advanced standing]</b>
Sept. 6, 2018	Unit A & Unit B (Full-time) – <i>Apply</i> for Summer 2019 Teaching Assignment by submitting request to Chairperson
Sept. 11, 2018	Unit A – <i>Submit</i> <b>Promotions &amp; PAI</b> Portfolios
Sept. 13, 2018	Unit A & Unit B (Full-time) – <i>Apply</i> for Final Four Declaration of Retirement & Sick Leave Salary Credit
Sept. 26, 2018	Unit A – <i>Submit</i> 2019 – 2020 Yearlong assignment proposals
Oct. 05, 2018	Unit A – Review 2019 – 2020 Yearlong Assignment with Chairperson
Oct. 19, 2018	Unit A & Unit B (Eligible Employees) – <i>Apply</i> for <b>Sabbatical, Administrative Educational &amp; Retraining Leaves</b>
Oct. 25, 2018	Unit A – <i>Apply</i> for <b>Research Cues</b> for 2019 – 2020.
Nov. 29, 2018	Unit A – <i>Submit</i> letter seeking <b>Tenure by Exceptionality</b> to Chairperson and Provost
Jan. 18, 2019	Unit A (6 <sup>th</sup> Year Tenure-Track) – <i>Submit</i> Portfolios for <b>Tenure</b> to Chairperson
Jan. 18, 2019	Unit A (Clinical 6+ and Multi-Year Clinical Faculty) – Submit <b>Retention</b> Portfolios to Chairperson
Jan. 21, 2019	Unit A (Teaching, Resource, and Clinical Faculty) – <i>Submit</i> <b>1<sup>st</sup> Year</b> Retention Portfolios
Jan. 25, 2019	Unit A (Tenured) – <i>Submit</i> Portfolio for <b>Annual Tenured Faculty Evaluation</b> to Chairperson
Jan. 31, 2019	Unit A (Teaching, Research, Clinical Faculty) – <i>Submit</i> <b>4<sup>th</sup> &amp; 5<sup>th</sup> Year</b> Retention Portfolios
Feb. 08, 2019	Unit B – ASPs and Unit C employees submit annual work plan drafts to supervisors
Feb. 15, 2019	Unit B (Full-time lecturers and Full-time Clinical) – <i>Request</i> <b>Re-employment (2/15 – Contract Date)</b>
Feb. 15, 2019	Unit B (Lecturers with >50% appointment & Clinical) – <i>Submit</i> Portfolios for <b>Annual Evaluation</b>
Feb. 22, 2019	Deadline for Tenured faculty to acknowledge chair/program director’s rating of less than “adequate” in writing.
Mar. 1, 2019	Unit A (Tenured/Tenure-Track) – <i>Submit</i> <b>Faculty Excellence</b> Portfolios to Contract Administrator
Apr. 1-30, 2019	Conduct <b>Elections</b> – <i>Forward</i> Chairperson Recommendations to Dean <b>[Faculty Convenes]</b>
Apr. 15, 2019	Unit A (Eligible 1 <sup>st</sup> Year Tenure-Track) – Submit Request for Advance Standing for years toward tenure <b>(Contract Date)</b>
May 15, 2019	Unit A & B (Full-time) – Receive Summer Employment Status Statements for Summer 2019
May 15, 2019	Unit A & B (Full-time, Clinical and Research) – Receive Approved Yearlong Assignments for 2019-2020

#### ***Departmental Personnel Committee (DPC)***

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Sept. 24, 2018	Forward <b>2<sup>nd</sup> and 3<sup>rd</sup> Year</b> Retention <u>Recommendations</u>
Oct. 5, 2018	Report <b>2<sup>nd</sup> and 3<sup>rd</sup> Year</b> Retention <u>Reconsiderations</u>
Oct. 5, 2018	Forward <b>Promotions &amp; PAI</b> <u>Recommendations</u>
Oct. 15, 2018	Report <b>Promotions &amp; PAI</b> <u>Reconsiderations</u>
Jan. 30, 2019	Forward <b>1<sup>st</sup> Year</b> <u>Recommendations</u>
Feb. 1, 2019	Forwards <b>Tenure</b> <u>Recommendations</u>
Feb. 1, 2019	Forwards <b>Clinical 6+ and Multi-Year Clinical Faculty Retention</b> <u>Recommendations</u>
Feb. 8, 2019	Report <b>1<sup>st</sup> Year</b> <u>Reconsiderations</u>

Feb. 11, 2019 Reports **Tenure** Reconsiderations  
Feb. 15, 2019 Forwards **4<sup>th</sup> & 5<sup>th</sup> Year Retention Recommendations**  
Feb. 25, 2019 Report **4<sup>th</sup> & 5<sup>th</sup> Year Retention Reconsiderations**

### **Department Chairperson**

Sept. 13, 2018 Receive instructions for Yearlong Schedules and Summer School 2020  
Sept. 20, 2018 Submit Summer 2019 course proposals and rotation plans to Deans for approval  
*[Note Contract Language: if no roster by February 1, UPI President and Provost create.]*

Oct. 10, 2018 Forward **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Recommendations**  
Oct. 19, 2018 Report **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Reconsiderations**  
Oct. 22, 2018 Forward **Promotions & PAI Recommendations**  
Oct. 24, 2018 Discuss 2019-2020 yearlong assignments with Unit A employees  
Oct. 29, 2018 Report **Promotions & PAI Reconsiderations**

Nov. 1, 2018 Notify Unit B Lecturers of place on Summer Rotation Roster (**11/1 - Contract date**)  
Nov. 5, 2018 Forward **Sabbatical, Administrative Educational and Retraining Leave Recommendations**  
Nov. 12, 2018 Receive Tentative Summer 2019 course list; discuss assignments  
Nov. 19, 2018 Submit 2019-2020 yearlong proposals to Dean [no override forms for 2019-2020]

Feb. 7, 2019 Forward **1<sup>st</sup> Year retention Recommendations**  
Feb. 8, 2019 Forward **Annual Tenured Faculty Evaluations** and any explanation of less than “adequate” ratings  
Feb. 14, 2019 Report **1<sup>st</sup> Year Reconsiderations**  
Feb. 22, 2019 Forward **Tenure Recommendations**  
Feb. 22, 2019 Forward **Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations**

Mar. 1, 2019 Apply for **Faculty Excellence Awards**  
Mar. 6, 2019 Forward **4<sup>th</sup> & 5<sup>th</sup> Year retention Recommendations**  
Mar. 8, 2019 Report **Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations**  
Mar. 11, 2019 Report **Tenure Reconsideration**  
Mar. 15, 2019 Develops and sends **re-employment roster for Unit B lecturers** to Dean  
Report **Unit B lecturer retention** recommendation to deans (**Contract date**)  
Mar. 15, 2019 Report **4<sup>th</sup> & 5<sup>th</sup> Year retention Reconsiderations**  
Mar. 15, 2019 **Unit B lecturer & clinical lecturer evaluations** due. *[Must be completed before re-appointment letters issued.] (3/20 -- Contract date)*

Mar. 26, 2019 Submit revised Fall 2018-Spring 2019 yearlongs [FAA Data & Outside Employment Sections Complete]  
Override requests for 2018-2019 due *[Final date to ensure override payment by end of term.]*

Apr. 1, 2019 Chairs notify **Unit B lecturers** of place on re-employment roster (**4/1 -- Contract date**)  
Apr. 9, 2019 **Unit B-ASP and Unit C Annual Work Plans** due to Deans

May 7, 2019 **Unit B-ASP and Unit C Annual Evaluation and Retention** due to Deans  
May 13, 2019 Summer School override forms due

### **Dean**

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Sept. 27, 2018 Approved preliminary Summer 2020 schedules to Summer Committee;  
Give copy of approved summer rotation roster to departments for chairs and faculty

Oct. 31, 2018 Forward **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Recommendations**  
Nov. 9, 2018 Report **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Reconsiderations**  
Nov. 12, 2018 Forward **Promotions & PAI Recommendations**  
Nov. 21, 2018 Report Promotion & PAI **Reconsiderations**  
Forward **Sabbatical, Administrative Educational and Retraining** leave recommendations

Dec. 7, 2018 Review Yearlong Assignments and class schedules for 2019 – 2020  
Dec. 11, 2018 Send Schedules to Provost (for Review & Approval) and to Course Scheduling (for preview)

Feb. 21, 2019 Forward **1<sup>st</sup> Year Recommendations**

Mar. 5, 2019 Report **1<sup>st</sup> Year Reconsiderations**  
 Mar. 15, 2019 Forward **Tenured faculty annual evaluations**  
 Mar. 25, 2019 Forward **Tenure Recommendations**  
 Mar. 25, 2019 Forward **Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations**  
 Mar. 29, 2019 Forward **4th & 5th Year Retention Recommendations**

Apr. 3, 2019 Report Tenure Reconsiderations  
 Apr. 3, 2019 Report Forwards **Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations**  
 Apr. 8, 2019 Report **4th & 5th Year Retention Reconsiderations**  
 Apr. 19, 2019 Send **Unit B Lecturer re-employment** recommendations to Provost

May 01, 2019 Forward chairperson election recommendations to Provost  
 May 14, 2019 Forward **Unit B ASP and Unit C Work Plans** to Provost  
 May 28, 2019 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. 26, 2018 Forward **Promotions & PAI Recommendations**  
 Nov. 27, 2018 Forward **2nd & 3rd Year Retention Recommendations**

Dec. 5, 2018 Report **2nd & 3rd Year Retention Reconsiderations**  
 Dec. 5, 2018 Report Promotions & PAI Reconsiderations

Mar. 14, 2019 Forward **1st Year Recommendations**  
 Mar. 28, 2019 Report **1st Year Reconsiderations**

Apr. 5, 2019 Forward **Tenure Recommendations**  
 Apr. 15, 2019 Report **Tenure Reconsiderations**  
 Apr. 16, 2019 Forward **4th & 5th Year Retention Recommendations**  
 Apr. 24, 2019 Report **4th & 5th Year Retention Reconsiderations**

May 01, 2019 Mentoring Advisory Committee (MAC) letters in re Professional Development Plans (5/1 – Contract Date)

**President and/or Provost**

Dec. 10, 2018 Announce Research Cues for 2019-2020  
 Dec. 11, 2018 Provost approves Summer Rotation Plans and Returns to Department Chairs  
 Dec. 14, 2018 Act on **Sabbatical, Administrative Educational & Retraining** leave requests  
 Dec. 14, 2018 Announce **2nd & 3rd Year Retention Decisions (12/15 -- Contract Date)**

Jan. 18, 2019 Acts on **Promotion & PAI Recommendation**

Feb. 01, 2019 **Notify Unit B-ASPs of non-retention (2/1 -- Contract Date)**

Apr. 1, 2019 Notify faculty of **1st Year retention decisions (4/1 -- Contract Date)**  
 Apr. 19, 2019 Notify faculty of results of their **Annual Tenured Faculty Evaluation**  
 Apr. 26, 2019 Notify faculty of **Tenure Recommendation** to Board of Trustees (May meeting)  
 Apr. 26, 2019 Notify faculty of **Clinical 6+ and Multi-Year Clinical Faculty Retention Decisions**

May 03, 2019 Announce **Faculty Excellence** decisions  
 May 05, 2019 May [tentative date] Board of Trustees meeting, decision reached on Tenure  
 [Decision no later than June 1 – Contract Date]

May 6, 2019 Notify faculty of **4th & 5th Year retention decisions**  
 May 31, 2019 Provost approves Unit B-ASP and Unit C Work Plans (6/1 -- Contract Date)  
 Notify faculty of Board action on tenure (6/1 - Contract Date)

June 14, 2019 Unit B and Unit C retention or rehire eligibility letters (6/15 -- Contract Date)  
 Unit B-lecturers (full time) letters of appointment for rehiring eligibility

## **RETENTION: FIRST YEAR PROBATIONARY Unit A Faculty**

**Dates are when material is sent to next reviews.**

- Jan. 21, 2019** **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 January 21, 2019, if hired in Fall 2018 semester or earlier.*]
- Jan. 30, 2019** **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 20.4]. [**Feb 4, 2019**]
- Feb. 7, 2019** **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. 8, 2019** **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 20.5]. [**Feb. 13, 2019**]
- Feb. 15, 2019** Dept. **Chairperson reports Reconsideration** recommendation (with written reasons) to the faculty member and dean. Copies: DPC chairperson, Provost, appropriate vice president, and contract administrator.
- Feb. 21, 2019** **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 20.5]. [**Feb. 26, 2019**]
- Mar. 4, 2019** **Dean reports Reconsideration** recommendation to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
- Mar. 14, 2019** **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 20.6]. [**Mar. 26, 2019**]
- Mar. 29, 2019** **UPC Reconsideration** recommendations. Copies to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
- Apr. 1, 2019** **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. 5, 2018** 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: 2<sup>nd</sup> year -- date hired to Sept. 5, 2018; 3<sup>rd</sup> year – Sept. 6, 2017 to Sept. 5, 2018.]*
- Sept. 24, 2018** **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 20.4). [Sept. 27]*
- Oct. 4, 2018** **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. 10, 2018** **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 20.5). [Oct. 15]*
- Oct. 19, 2018** **Department Chairpersons** report written **reconsideration** recommendations with reasons to: DPC, Provost, faculty member concerned, and contract administrator.
- Oct. 31, 2018** **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 20.5). [Nov. 5]**
- Nov. 9, 2018** **Deans** report their **reconsideration** recommendations in writing with reasons to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.
- Nov. 27, 2018** **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 20.6). [Nov. 30]*

**Dec. 5, 2018**

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. 14, 2018**

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. 31, 2019** 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: 4<sup>th</sup> year – Sept. 7, 2017 to Jan. 31, 2019; 5<sup>th</sup> year - February 1, 2018 to Jan. 31, 2019].*
- Feb. 15, 2019** **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 20.4). **[Feb. 20]**
- Feb. 25, 2019** **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. 6, 2019** **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 20.5). **[Mar. 11]**
- Mar. 15, 2019** **Department Chairpersons** report written **reconsiderations** recommendations with their reasons to: DPC, dean, Provost/Academic Vice President, faculty member, and contract administrator.
- Mar. 29, 2019** **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 20.5). **[Apr. 3]**
- Apr. 8, 2019** **Deans** report their written **reconsideration** recommendations with reasons to: DPC, chairperson, Provost/Academic Vice President, faculty member, and contract administrator.
- Apr. 16, 2019** **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 (20.6). **[Apr. 19]**



**Apr. 24, 2019**      UPC reports written **reconsideration** recommendations with reasons to: DPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator.

**May 6, 2019**      **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. 18, 2019** Clinical faculty should submit a portfolio of supporting materials to the **Department Personnel Committee**. *[Review Period: January 19, 2018 to January 18, 2019]*.
- Feb. 1, 2019** 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 20.4). **[Feb. 6]**
- Feb. 22, 2019** 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 20.5). **[Feb. 27]**
- Mar. 8, 2019** Department Chairpersons report written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean and contract administrator.
- Mar. 25, 2019** 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 20.5). **[March 28]**
- Apr. 3, 2019** Dean reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.
- Apr. 26, 2019** Provost acts on recommendations presented by the Academic Vice President. The Academic Vice President notifies the employee of her/his continued employment status (Article 20.5).

## TENURE: Unit A Tenure-Track Faculty

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

- Nov. 29, 2018** Application due for tenure by exceptionality. Letter to Dept. Chairperson and Provost's Office.
- Jan. 18, 2019** 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 18, 2019*]. *\*(Tenure by exceptionality: apply by November 29, 2018; submit portfolio by January 18, 2019.)*
- Feb. 1, 2019** 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. 6**]
- Feb. 11, 2019** **Department Chair** reports the DPC's written reconsideration recommendations with their reasons to: Academic Vice President, faculty member, chairperson, dean and contract administrator.
- Feb. 22, 2019** 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). [**Feb. 27**]
- Mar. 8, 2019** Department Chairpersons report written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean and contract administrator.
- Mar. 25, 2019** 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 28**]
- Apr. 3, 2019** Dean reports written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.
- Apr 5, 2019** 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. 11**].

**Apr. 15, 2019** UPC reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean and contract administrator.

**Apr. 26, 2019** 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 2019** President presents tenure recommendations to the Board. Board reviews and acts upon tenure recommendations at its regular May meeting on or about May 6<sup>th</sup>.

**June 1, 2019** 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).

- Aug. 27, 2018** **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. 11, 2018** **Faculty** members and administrators should **submit** their portfolios to their chairpersons, or the chairperson in the department in which rank is sought.
- Oct. 5, 2018** **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 21.5). **[Oct. 10]**
- Oct. 15, 2018** **DPC** reports their written **reconsideration** recommendations with reasons to department chairpersons. Copies to: Academic Vice President, faculty member, dean, and contract administrator.
- Oct. 22, 2018** **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 21.5). **[Oct. 25]**
- Oct. 29, 2018** **Department Chairpersons** report their written **reconsideration** recommendations with reasons. Copies to: Academic Vice President, DPC, and faculty member, dean, and contract administrator.
- Nov. 12, 2018** **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 21.6). **[Nov. 15]**
- Nov. 21, 2018** **Deans** report their written **reconsideration** recommendations with reasons to department chairpersons. Copies to: Academic Vice President, DPC, faculty member, and contract administrator.
- Nov. 26, 2018** **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 21.7).  
[If both DPC and UPC are negative, no reconsideration is given.] [Nov. 29]

**Dec. 5, 2018** UPC reports its written **reconsideration** recommendations with reasons to department Academic Vice President. Copies to: chairpersons, deans, DPC, faculty member, and contract administrator.

**Jan. 18, 2019** 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 2019** 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 19.5): Tenured Faculty Members – Full Professors Only**

- Aug. 27, 2018** *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 19.5.b) *[Period of Review: Material from the previous five-year period, Aug. 28, 2013 to Aug. 27, 2018.]*
- Sept. 11, 2018** **Faculty** members applying for the PAI **submit** their portfolios to their chairpersons.
- Oct. 5, 2018** **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. 11]**
- Oct. 15, 2018** **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. 22, 2018** **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. **[Oct. 25]**
- Oct. 29, 2018** **Department Chairpersons** report written **reconsideration** recommendations with their reasons to: Academic Vice President, DPC, faculty member, dean, and contract administrator.
- Nov. 12, 2018** **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. 15]**
- Nov. 21, 2018** **Deans** report recommendations based upon their **reconsideration** to: Academic Vice President, DPC, faculty member, department chairperson, and contract administrator.
- Nov. 26, 2018** **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. [Nov. 29]

**Dec. 5, 2018**

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

**Jan. 18, 2019**

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**

**[Dates are when material is sent to next review.]**

- Oct. 5, 2018**      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, 2018**      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, 2018**    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. 25, 2019**    **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. 1, 2019**      **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 2, 2018 through March 1, 2019.*
- Apr. 15, 2019**    **Faculty Excellence Award Committee submits recommends** nominees to the President (4/15 -- Contract Date).
- May 3, 2019**      **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 2019 – 2020 Academic Year.]*

[tentative dates]

- Oct. 25, 2018**     **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. 29, 2018**     **Research Review Committee** makes its recommendation to the Provost and Senior Vice President for Academic Affairs.
- Dec. 10, 2018**     **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 2019 – 2019.

## **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 26, 2018 through January 25, 2019, which is the time since the last evaluation period.]*

- Jan. 25, 2019**      **Tenured Faculty submit** a portfolio containing: student course evaluations and materials to substantiate performance in teaching/primary duties, research/creative activity and service. The evaluation is over those materials plus items relevant to the review period in the employee's personnel file. **(Article 19.4.c)**
- Feb. 8, 2019**      **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. 11, 2019**      **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.
- Feb. 22, 2019**      Deadline for faculty to acknowledge chair/program director's rating of less than "adequate" in writing.
- Mar. 15, 2019**      **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 19.4.c(3)].
- Apr. 19, 2019**      **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 2015 – 2019 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 19.4.c(4) of the Contract. If a faculty member fails to participate in the development and implementation of a Professional Development Plan (3<sup>rd</sup> year) and does not meet the "Adequate" standard in the area under review in the following year (4<sup>th</sup> year), a sanction up to and including termination may be initiated following the procedures in Article 5.
- May 1, 2019**      **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, 2018** **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, 2018** **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. 21, 2018** **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. 14, 2018** **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. 15, 2019**      **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 15<sup>th</sup> (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 15<sup>th</sup>.

**Feb. 14, 2019**      **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.

**Mar. 15, 2019**      **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. 20, 2019**      **Department Chair** submits **annual evaluation recommendation** to Dean (3/20 – Contract date).

**Apr. 1 2019**      **Department Chair** notifies lecturer of position on re-employment roster. (4/1 - Contract date)

**Apr. 19, 2019**      **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 14, 2019**      **President** notifies lecturer of re-hire eligibility status. Subsequent reappointments for Academic Year 2019-2020 will be based upon satisfactory evaluation, program need and available funding.

**ASSIGNMENT OF DUTIES (UNIT A, B-LECTURERS, AND UNITC/UNIT B - ASP)**

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

- Sept. 13, 2018** **Chairpersons and program directors** receive instructions and guidelines.
- Sept. 13, 2018** **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. 26, 2018** **Unit A/B faculty or resource professionals** may submit a proposal for yearlong assignment consideration by the chairpersons/program director.
- Oct. 24, 2018** **Chairpersons and program directors** discuss tentative workload and assignments with faculty and build department schedules.
- Nov. 19, 2018** **Chairpersons and program directors** submit schedules, workloads and assignments to deans.
- Dec. 7, 2018** **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, 2018** **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. 25, 2019** **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. 15, 2019** Unit B – Lecturers apply for re-employment to chairs (2/15 - Contract Date).  
Unit B – ASPs and Unit C employees submit work plans to chairs and directors.
- Mar. 11, 2019** ASPs and Unit C meet to discuss schedules, workloads, assignments, and duties with supervisor/chairs.
- Mar. 15, 2019** Chairs develop re-employment roster for Unit B (3/15 - Contract Date).
- Apr. 1, 2019** Chairs notify Unit B – Lecturers of position on roster (4/1 - Contract Date).  
**Apr. 9, 2019** Academic Support Professionals and Unit C work plans submitted to appropriate Dean.
- May 1, 2019** ASPs annual evaluation due.  
**May 7, 2019** **Chairs** submit ASPs annual evaluations to Deans/Vice Presidents [Contract Administration and Human Resources receive copies].
- May 14, 2019** Deans/VPs submit ASPs and Unit C work plans to Provost and Vice President for Academic Affairs [for Contract Administrator].
- May 28, 2019** **Deans** submit ASPs annual evaluations to Vice Presidents [Contract Administration and Human Resources receive copies].
- May 31, 2019** Date by which Unit A faculty members and resource professionals and full-time Unit B Lecturers receive official written copy of the 2019 - 2019 assignment of duties. (6/1 – Contract Date)
- 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 (6/1 - Contract Date).

**NOTE:** Faculty members shall receive a copy of any modification in the 2019 - 2019 yearlong assignment of duties from their department chairpersons and/or director.

## SUMMER SCHOOL 2019

*[PTM 1: 10-Week, May 31 – August 6; PTM 2: 1<sup>st</sup> 5-Week, May 31 – July 2; PTM 3: 2<sup>nd</sup> 5-Week, July 5 – August 6]*

- Aug. 31, 2018**      **Department Chairpersons/Program Directors** receive information on Summer 2019.
- Sept. 6, 2018**      **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 2019 Summer School must notify their chairpersons or program directors in writing by this date.
- Sept. 20, 2018**      **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. 27, 2018**      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. 12, 2018**      **Chairpersons and program directors** receive Summer School course lists (including contract and extension courses) from Summer School Committee.
- Nov. 1, 2018**      **Chairpersons** notify Unit A and B of place on Summer Rotation Roster (**Contract Date**).
- Dec. 14, 2018**      **Faculty** receive preliminary summer 2019 assignments from department chairs. Preliminary summer schedule placed on the University website.
- May 15, 2019**      Date by which Summer School faculty members receive their Summer Session 2019 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.
- July 15, 2019**      Override Authorization forms for Summer School due in Office of Contract Administration.



## **ELECTION OF CHAIRPERSONS**

### **Unit A: Tenured and Tenure-Track Faculty Participate in the Election Process**

- Mar. 5, 2019**      **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, 2019**      **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, 2019**      **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 17, 2019**      The **Provost** provides the President with the election results, including department and dean recommendations.
- Summer 2019**      The **University President** announces chairperson decisions.