

# CHICAGO STATE UNIVERSITY 2023-2024 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

Sept. 6, 2023	Unit A – <i>Apply</i> for <b>Promotions &amp; PAI</b> by submitting Letter of Intent to Chairperson & Contract Administrator
Sept. 8, 2023	Unit A & Unit B (Full-time) – <i>Apply</i> for Summer 2024 Teaching Assignment by submitting request to Chairperson
Sept. 8, 2023	Unit A & Unit B (Full-time) – <i>Apply</i> for Final Four Declaration of Retirement & Sick Leave Salary Credit
Sept. 11, 2023	Unit A – <i>Submit 2<sup>nd</sup> &amp; 3<sup>rd</sup> Year</i> Retention Portfolio <b>[Including 2<sup>nd</sup> Year Faculty with advanced standing]</b>
Sept. 22, 2023	Unit A – <i>Submit Promotions &amp; PAI</i> Portfolios
Sept. 29, 2023	Unit A – <i>Submit</i> 2024-2025 Yearlong assignment proposals
Oct. 6-25, 2023	Unit A – Review 2024-2025 Yearlong Assignment with Chairperson
Oct. 18, 2023	Unit A & Unit B (Eligible Employees) – <i>Apply</i> for <b>Sabbatical, Administrative Educational &amp; Retraining Leaves</b>
Nov. 29, 2023	Unit A – <i>Submit</i> letter seeking <b>Tenure by Exceptionality</b> to Chairperson and Provost
Jan. 12, 2024	Unit A (6 <sup>th</sup> Year Tenure-Track) – <i>Submit</i> Portfolios for <b>Tenure</b> to Chairperson
Jan. 12, 2024	Unit A (Clinical 6+ and Multi-Year Clinical Faculty) – Submit <b>Retention</b> Portfolios to Chairperson
Jan. 19, 2024	Unit A (Teaching, Resource, and Clinical Faculty) – <i>Submit 1<sup>st</sup> Year</i> Retention Portfolios
Jan. 24, 2024	Unit A (Tenured) – <i>Submit</i> Portfolio for <b>Annual Tenured Faculty Evaluation</b> to Chairperson
Jan. 26, 2024	Unit A (Teaching, Research, Clinical Faculty) – <i>Submit 4<sup>th</sup> &amp; 5<sup>th</sup> Year</i> Retention Portfolios
Feb. 7, 2024	Unit B (Lecturers with >50% appointment & Clinical) – <i>Submit</i> Portfolios for <b>Annual Evaluation</b>
Feb. 9, 2024	Unit B – ASPs and Unit C employees submit annual work plan drafts to supervisors
Feb. 15, 2024	Unit B (Full-time lecturers and Full-time Clinical) – <i>Request Re-employment (2/15 – Contract Date)</i>
Feb. 24, 2024	Deadline for Tenured faculty to acknowledge chair/program director’s rating of less than “adequate” in writing.
Mar. 15, 2024	Units A (Tenured/Tenure-Track) and B (Full-Time Lecturers) – <i>Submit Faculty Excellence</i> Portfolios to Contract Administrator
Apr. 1-30, 2024	Conduct <b>Elections</b> – <i>Forward</i> Chairperson Recommendations to Dean <b>[Faculty Convenes]</b>
Apr. 15, 2024	Unit A (Eligible 1 <sup>st</sup> Year Tenure-Track) – Submit Request for Advance Standing for years toward tenure <b>(April 15 - Contract Date)</b>
May 15, 2024	Unit A & B (Full-time) – Receive Summer Employment Status Statements for Summer 2024
May 15, 2024	Unit A & B (Full-time, Clinical and Research) – Receive Approved Yearlong Assignments for 2024-2025

## Departmental Personnel Committee (DPC)

Sept. 29, 2023	Forward <b>2<sup>nd</sup> and 3<sup>rd</sup> Year</b> Retention <u>Recommendations</u>
Oct. 10, 2023	Report <b>2<sup>nd</sup> and 3<sup>rd</sup> Year</b> Retention <u>Reconsiderations</u>
Oct. 11, 2023	Forward <b>Promotions &amp; PAI</b> <u>Recommendations</u>
Oct. 23, 2023	Report <b>Promotions &amp; PAI</b> <u>Reconsiderations</u>
Jan. 29, 2024	Forward <b>1<sup>st</sup> Year</b> <u>Recommendations</u>
Feb. 2, 2024	Forwards <b>Tenure</b> <u>Recommendations</u>
Feb. 2, 2024	Forwards <b>Clinical 6+ and Multi-Year Clinical Faculty Retention</b> <u>Recommendations</u>
Feb. 7, 2024	Report <b>1<sup>st</sup> Year</b> <u>Reconsiderations</u>
Feb. 13, 2024	Reports <b>Tenure</b> <u>Reconsiderations</u>

Feb. 15, 2024      Forwards 4<sup>th</sup> & 5<sup>th</sup> Year Retention Recommendations  
Feb. 23, 2024      Report 4<sup>th</sup> & 5<sup>th</sup> Year Retention Reconsiderations

### Department Chairperson

Sept. 14, 2023      Receive instructions for Yearlong Schedules and Summer School 2024  
Sept. 20, 2023      \*Submit Summer 2024 course proposals and rotation plans to Deans for approval  
                                 *[Note Contract Language: if no roster by February 1, UPI President and Provost create.]*  
Oct. 6-25, 2023      Discuss 2024-2025 yearlong assignments with Unit A employees  
Oct. 12, 2023      Submit Revised AY2324 Yearlongs for Fall semester [no override forms for 2023-2024]  
Oct. 13, 2024      Forward **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Recommendations**  
Oct. 25, 2023      Report **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Reconsiderations**  
Oct. 26, 2023      Forward **Promotions & PAI Recommendations**  
  
Nov. 1, 2023      Notify Unit B Lecturers of place on Summer Rotation Roster **(11/1 - Contract date)**  
Nov. 3, 2023      Forward **Sabbatical, Administrative Educational and Retraining Leave Recommendations**  
Nov. 3, 2023      Report **Promotions & PAI Reconsiderations**  
Nov. 11, 2023      Receive Tentative Summer 2024 course list; discuss assignments  
Nov. 17, 2023      Submit 2024-2025 yearlong proposals to Dean  
  
Feb. 7, 2024      Forward **Annual Tenured Faculty Evaluations** and any explanation of less than “adequate” ratings  
Feb. 9, 2024      Forward **1<sup>st</sup> Year retention Recommendations**  
Feb. 16, 2024      Report **1<sup>st</sup> Year Reconsiderations**  
Feb. 16, 2024      Forward **Tenure Recommendations**  
Feb. 16, 2024      Forward **Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations**  
  
Mar. 1, 2024      Report **Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations**  
Mar. 1, 2024      Report **Tenure Reconsideration**  
Mar. 1, 2024      Forward **4<sup>th</sup> & 5<sup>th</sup> Year retention Recommendations**  
Mar. 10, 2024      Develops and sends **re-employment roster for Unit B lecturers** to Dean  
Mar. 15, 2024      Report **Unit B lecturer retention** recommendation to deans **(3/15 -- Contract date)**  
Mar. 18, 2024      Report **4<sup>th</sup> & 5<sup>th</sup> Year retention Reconsiderations**  
  
Mar. 21, 2024      **Unit B lecturer & clinical lecturer evaluations** due. *[Must be completed before re-appointment letters issued.] (3/21 -- Contract date)*  
Mar. 25, 2024      \*Submit revised Fall 2023-Spring 2024 yearlongs [FAA Data & Outside Employment Sections Complete; include override forms]  
Mar. 25, 2024      Override requests for 2023-2024 due *[Final date to ensure override payment by end of term.]*  
  
Apr. 1, 2024      Chairs notify **Unit B lecturers** of place on re-employment roster **(4/1 -- Contract date)**  
Apr. 5, 2024      **Unit B-ASP and Unit C Annual Work Plans** due to Deans  
  
May 6, 2024      **Unit B-ASP and Unit C Annual Evaluation and Retention** due to Deans  
May 16, 2024      Summer School override forms due

### Dean

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Oct. 5, 2023      Approved preliminary Summer 2024 schedules to Summer Committee  
                                 Give copy of approved summer rotation roster to departments for chairs and faculty  
  
Nov. 8, 2023      Forward **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Recommendations**  
Nov. 14, 2023      Submit revised 2023-2024 Yearlongs  
Nov. 17, 2023      Forward **Promotions & PAI Recommendations**  
Nov. 20, 2023      Report **2<sup>nd</sup> & 3<sup>rd</sup> Year Retention Reconsiderations**  
Nov. 22, 2023      Forward **Sabbatical, Administrative Educational and Retraining** leave recommendations  
Nov. 29, 2023      Report Promotion & PAI Reconsiderations  
  
Dec. 1, 2023      Review Yearlong Assignments and class schedules for 2024-2025  
Dec. 11, 2023      Send 2024-2025 Yearlongs and class schedules to Provost (for Review & Approval) and to Course Scheduling (for preview)

Feb. 21, 2024 Forward **1<sup>st</sup> Year Recommendations**  
 Mar. 1, 2024 Report **1<sup>st</sup> Year Reconsiderations**  
 Mar. 11, 2024 Forward **Tenured faculty annual evaluations**  
 Mar. 25, 2024 Forward **Tenure Recommendations**  
 Mar. 25, 2024 Forward **Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations**  
 Mar. 25, 2024 Forward **4th & 5th Year Retention Recommendations**

Apr. 1, 2024 Report Tenure **Reconsiderations**  
 Apr. 1, 2024 Report Forwards **Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations**  
 Apr. 8, 2024 Report **4th & 5th Year Retention Reconsiderations**  
 Apr. 15, 2024 Send **Unit B Lecturer re-employment** recommendations to Provost

May 2, 2024 Forward chairperson election recommendations to Provost  
 May 10, 2024 Forward **Unit B ASP and Unit C Work Plans** to Provost  
 May 24, 2024 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. 27, 2023 Forward **2nd & 3rd Year Retention Recommendations**

Dec. 4, 2023 Forward **Promotions & PAI Recommendations**  
 Dec. 5, 2023 Report **2nd & 3rd Year Retention Reconsiderations**  
 Dec. 11, 2023 Report Promotions & PAI **Reconsiderations**

Mar. 11, 2024 Forward **1st Year Recommendations**  
 Mar. 25, 2024 Report **1st Year Reconsiderations**

Apr. 5, 2024 Forward **Tenure Recommendations**  
 Apr. 12, 2024 Forward **4th & 5th Year Retention Recommendations**  
 Apr. 15, 2024 Report **Tenure Reconsiderations**  
 Apr. 22, 2024 Report **4th & 5th Year Retention Reconsiderations**

May 1, 2024 Mentoring Advisory Committee (MAC) letters in re Professional Development Plans (5/1 – Contract Date)

**President and/or Provost**

Dec. 8, 2023 Provost approves Summer Rotation Plans and Returns to Department Chairs  
 Dec. 8, 2023 Act on **Sabbatical, Administrative Educational & Retraining** leave requests  
 Dec. 15, 2023 Announce **2nd & 3rd Year Retention Decisions (12/15 -- Contract Date)**

Jan. 12, 2024 Acts on **Promotion & PAI Recommendation**

Feb. 1, 2023 **Notify Unit B-ASPs of non-retention (2/1 -- Contract Date)**

Apr. 1, 2024 Notify faculty of **1st Year retention decisions (4/1 -- Contract Date)**

Apr. 15, 2024 Notify faculty of results of their **Annual Tenured Faculty Evaluation**  
 Apr. 22, 2024 Notify faculty of **Clinical 6+ and Multi-Year Clinical Faculty Retention Decisions**  
 Apr. 25, 2024 Notify faculty of **Tenure Recommendation** to Board of Trustees (May meeting)

May 2, 2024 Announce **Faculty Excellence Awards**  
 May 3, 2024 Notify faculty of **4th & 5th Year retention decisions**  
 TBD May [tentative date] Board of Trustees meeting, decision reached on Tenure  
**[Decision no later than June 1 – Contract Date]**

June 1, 2024 Provost approves Unit B-ASP and Unit C Work Plans (6/1 -- Contract Date)  
 June 1, 2024 Notify faculty of Board action on tenure (6/1 - Contract Date)  
 June 15, 2024 Unit B and Unit C retention or rehire eligibility letters (6/15 -- Contract Date)  
 June 30, 2024 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 the next reviewer(s).

- Jan. 19, 2024** **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 20, 2023, if hired in Fall 2023 semester or earlier].*
- Jan. 29, 2024** **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. 1**]
- Feb. 7, 2024** **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. 9, 2024** **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. 13**]
- Feb. 16, 2024** 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, 2024** **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 a 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]. [**Feb. 26**]
- Mar. 1, 2024** **Dean reports Reconsideration** recommendation to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
- Mar. 11, 2024** **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. 14**]
- Mar. 25, 2024** **UPC Reconsideration** recommendations. Copies to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
- Apr. 1, 2024** **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 the next reviewer(s).

- Sept. 11, 2023** 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. 11, 2023; 3<sup>rd</sup> year – Sept. 10, 2022 to Sept. 11, 2023.]*
- Sept. 29, 2023** **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. 4]**
- Oct. 10, 2023** **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. 13, 2023** **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. 18]**
- Oct. 25, 2023** **Department Chairpersons** report written **reconsideration** recommendations with reasons to: DPC, Provost, faculty member concerned, and contract administrator.
- Nov. 8, 2023** **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. 13]**
- Nov. 20, 2023** **Deans** report their **reconsideration** recommendations in writing with reasons to: DPC, chairperson, Provost, faculty member concerned, and contract administrator.
- Nov. 27, 2023** **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, 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. 5, 2023**

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, 2023**

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 the next reviewer(s).**

- Jan. 26, 2024** 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. 10, 2022 to Jan. 26, 2024; 5<sup>th</sup> year - January 28, 2023 to Jan. 26, 2024]*
- Feb. 15, 2024** **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. 21]**
- Feb. 23, 2024** **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. 1, 2024** **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. 13]**
- Mar. 18, 2024** **Department Chairpersons** report written **reconsiderations** recommendations with their reasons to: DPC, dean, Provost/Academic Vice President, faculty member, and contract administrator.
- Mar. 25, 2024** **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 an 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. 28]**
- Apr. 8, 2024** **Deans** report their written **reconsideration** recommendations with reasons to: DPC, chairperson, Provost/Academic Vice President, faculty member, and contract administrator.
- Apr. 12, 2024** **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. 17]**

**Apr. 22, 2024** **UPC** reports written **reconsideration** recommendations with reasons to: DPC, chairperson, dean, Provost/Academic Vice President, faculty member, and contract administrator.

**May 3, 2024** **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 the next reviewer(s).

- Jan. 12, 2024** Clinical faculty should submit a portfolio of supporting materials to the **Department Personnel Committee**. *[Review Period: January 14, 2023 to January 12, 2024]*.
- Feb. 2, 2024** 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. 8]**
- Feb. 16, 2024** 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). **[Feb. 21]**
- Mar. 1, 2024** Department Chairpersons report written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.
- Mar. 25, 2024** 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 28]**
- Apr. 1, 2024** Dean reports written reconsideration recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.
- Apr. 22, 2024** 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 the next reviewer(s).**

- Nov. 29, 2023**     **Application due** for tenure by **exceptionality**. Letter to Dept. Chairperson and Provost's Office.
- Jan. 12, 2024**     **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 12, 2024]. \*(Tenure by exceptionality: apply by November 29, 2023; submit portfolio by January 12, 2024.)*
- Feb. 2, 2024**     **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. 7]**
- Feb. 13, 2024**     **Department Chair** reports the **DPC's** written **reconsideration** recommendations with their reasons to: Academic Vice President, faculty member, chairperson, dean, and contract administrator.
- Feb. 16, 2024**     **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. 21]**
- Mar. 1, 2024**     **Department Chairpersons** report written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.
- Mar. 25, 2024**     **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. 1, 2024**     **Dean** reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, and contract administrator.
- Apr 5, 2024**     **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. 10**].

**Apr. 15, 2024** UPC reports written **reconsideration** recommendations with their reasons to: DPC, Academic Vice President, faculty member, chairperson, dean, and contract administrator.

**Apr. 25, 2024** 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 2024** 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, 2024** 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 the next reviewer(s).**

- Sept. 6, 2023** **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. 22, 2023** **Faculty** members and administrators should **submit** their portfolios to their chairpersons, or the chairperson in the department in which rank is sought.
- Oct. 11, 2023** **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. 16]**
- Oct. 23, 2023** **DPC** reports their written **reconsideration** recommendations with reasons to department chairpersons. Copies to: Academic Vice President, faculty member, dean, and contract administrator.
- Oct. 26, 2023** **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. 31]**
- Nov. 3, 2023** **Department Chairpersons** report their written **reconsideration** recommendations with reasons. Copies to: Academic Vice President, DPC, and faculty member, dean, and contract administrator.
- Nov. 17, 2023** **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. 22]**
- Nov. 29, 2023** **Deans** report their written **reconsideration** recommendations with reasons to department chairpersons. Copies to: Academic Vice President, DPC, faculty member, and contract administrator.
- Dec. 4, 2023** **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. 7**]

**Dec. 14, 2023** UPC reports its written **reconsideration** recommendations with reasons to department Academic Vice President. Copies to chairpersons, deans, DPC, faculty member, and contract administrator.

**Jan. 12, 2024** 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 2024** 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. 6, 2023**      *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, Sept. 7, 2018 to Sept. 6, 2023.]*
- Sept. 22, 2023**      Faculty members applying for the PAI **submit** their portfolios to their chairpersons.
- Oct. 11, 2023**      **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. 16]**
- Oct. 23, 2023**      **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. 26, 2023**      **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. 31]**
- Nov. 3, 2023**      **Department Chairpersons** report written **reconsideration** recommendations with their reasons to: Academic Vice President, DPC, faculty member, dean, and contract administrator.
- Nov. 17, 2023**      **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. 29, 2023**      **Deans** report recommendations based upon their **reconsideration** to: Academic Vice President, DPC, faculty member, department chairperson, and contract administrator.
- Dec. 4, 2023**      **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. 7]

**Dec. 14, 2023** UPC reports written reconsideration recommendations with reasons to: Academic Vice President, DPC, faculty member, department chairperson, dean, and contract administrator.

**Jan. 12, 2024** 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  
and Unit B Lecturers**

- Nov. 15, 2023**     The **University President** shall request of the Faculty Senate and the Union recommendations of the faculty members to serve on the Faculty Excellence Awards Committees.
- Dec. 15, 2023**     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 Committees.
- Feb. 1, 2024**        The **Faculty Excellence Awards Committees** shall develop procedures for the nomination of eligible employees and the process by which they will make their award recommendations.
- Feb. 15, 2024**     **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. 15, 2024**     **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 4, 2023 through March 15, 2024.*
- Apr. 15, 2024**     **Faculty Excellence Award Committees submit recommended** nominees to the President (4/15 -- Contract Date).
- May 2, 2024**        **President announces** the names of the individuals to receive the Faculty Excellence Awards.

**ANNUAL EVALUATION OF TENURED FACULTY:**  
**Dates are when material is sent to the 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, 2023 through January 24, 2024, which is the time since the last evaluation period.]*

**Jan. 24, 2024** **Tenured Faculty submit** differently on alternate years: **Year 1**, 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**, 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.

**Academic Year 2023-2024 is Year 2.**

**Feb. 7, 2024** **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. 12, 2024** **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. 23, 2024** Deadline for faculty to acknowledge chair/program director’s rating of less than “adequate” in writing.

**Mar. 11, 2024** **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. 15, 2024** **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 2022 – 2026 *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 (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, 2024**

**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 the next reviewer(s).**

**Oct. 18, 2023** **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. 3, 2023** **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. 22, 2023** **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, 2023** **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 the next reviewer(s).**

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

- Feb. 7, 2024** **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, 2024** **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>.
- Mar. 15, 2024** **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. 21, 2024** **Department Chair** submits **annual evaluation recommendation** to Dean (**3/21 – Contract date**).
- Apr. 1, 2024** **Department Chair** notifies lecturer of position on re-employment roster. (**4/1 - Contract date**)
- Apr. 15, 2024** **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 30, 2024** **President** notifies lecturer of re-hire eligibility status. Subsequent reappointments for Academic Year 2024-2025 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 the next reviewer(s).**

- Sept. 8, 2023**      **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, 2023**      **Chairpersons and program directors** receive instructions and guidelines.
- Oct. 6, 2023**      **Unit A/B faculty or resource professionals** may submit a proposal for yearlong assignment consideration by the chairpersons/program director.
- Oct. 25, 2023**      **Chairpersons and program directors** discuss tentative workload and assignments with faculty and build department schedules.
- Nov. 17, 2023**      **Chairpersons and program directors** submit schedules, workloads, and assignments to deans.
- Dec. 1, 2023**      **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, 2023**      **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. 19, 2024**      **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. 9, 2024**      Unit B – ASPs and Unit C employees submit work plans to chairs and directors.
- Feb. 15, 2024**      Unit B – Lecturers apply for re-employment to chairs (2/15 - Contract Date).
- Mar. 8, 2024**      ASPs and Unit C meet to discuss schedules, workloads, assignments, and duties with supervisor/chairs.
- Mar. 15, 2024**      Chairs develop re-employment roster for Unit B (3/15 - Contract Date).
- Apr. 1, 2024**      Chairs notify Unit B – Lecturers of position on roster (4/1 - Contract Date).
- Apr. 5, 2024**      Academic Support Professionals and Unit C work plans submitted to appropriate Dean.
- May 1, 2024**      ASPs annual evaluation due.
- May 5, 2024**      **Chairs** submit ASPs annual evaluations to Deans/Vice Presidents [Contract Administration and Human Resources receive copies].
- May 11, 2024**      Deans/VPs submit ASPs and Unit C work plans to Provost and Vice President for Academic Affairs [for Contract Administrator].

- May 25, 2024** Deans submit ASPs annual evaluations to Vice Presidents [Contract Administration and Human Resources receive copies].
- June 1, 2024** Date by which Unit A faculty members and resource professionals and full-time Unit B Lecturers receive official written copy of the 2024-2025 assignment of duties. (6/1 – Contract Date)
- June 1, 2024** 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 2024 - 2025 yearlong assignment of duties from their department chairpersons and/or director.

## SUMMER SCHOOL 2024

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

- Sept. 1, 2023**      **Department Chairpersons/Program Directors** receive information on Summer 2024.
- Sept. 8, 2023**      **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 2024 Summer School must notify their chairpersons or program directors in writing by this date.
- Sept. 20, 2023**    **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.
- Oct. 5, 2023**      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. 30, 2023**    **Chairpersons and program directors** receive Summer School course lists (including contract and extension courses) from Summer School Committee.
- Nov. 1, 2023**      **Chairpersons** notify Unit A and B of place on Summer Rotation Roster (11/1 -- **Contract Date**).
- Dec. 9, 2023**      **Faculty** receive preliminary Summer 2024 assignments from department chairs. Preliminary summer schedule placed on the University website.
- May 15, 2024**      Date by which Summer School faculty members receive their Summer Session 2024 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.
- May 16, 2024**      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. 18, 2024** 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, 2024** 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 2, 2024** 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 16, 2024** The Provost provides the President with the election results, including department and dean recommendations.
- Summer 2024** The University President announces chairperson decisions.