

CHICAGO STATE UNIVERSITY

2026–2027 UNIVERSITY TIMETABLE FOR PERSONNEL ACTIONS

Detailed Chronological View

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

Aug. 31, 2026	Unit A & Unit B (Full-time) – *Apply* for Summer 2027 Teaching Assignment by submitting request to Chairperson
Sept. 8, 2026	Unit A – *Apply* for Promotions & PAI by submitting a Letter of Intent to the Chairperson & Contract Administrator
Sept. 9, 2026	Unit A & Unit B (Full-time) – *Apply* for Final Four Declaration of Retirement & Sick Leave Salary Credit
Sept. 11, 2026	Unit A – *Submit* 2nd & 3rd Year Retention Portfolio <i>[Including 2nd Year Faculty with advanced standing]</i>
Sept. 22, 2026	Unit A – *Submit* Promotions & PAI Portfolios
Sept. 30, 2026	Unit A – *Submit* 2027–2028 Yearlong assignment proposals
Oct. 5–26, 2026	Unit A – Review 2027–2028 Yearlong Assignment with Chairperson
Oct. 16, 2026	Unit A & Unit B (Eligible Employees) – *Apply* for Sabbatical, Administrative Educational & Retraining Leaves
Nov. 25, 2026	Unit A – *Submit* letter seeking Tenure by Exceptionality to Chairperson and Provost
Jan. 13, 2027	Unit A (6th Year Tenure-Track) – *Submit* Portfolios for Tenure to Chairperson
Jan. 13, 2027	Unit A (Clinical 6+ and Multi-Year Clinical Faculty) – Submit Retention Portfolios to Chairperson
Jan. 20, 2027	Unit A (Teaching, Resource, and Clinical Faculty) – *Submit* 1st Year Retention Portfolios
Jan. 24, 2027	Unit A (Tenured) – *Submit* Portfolio for Annual Tenured Faculty Evaluation to Chairperson
Jan. 27, 2027	Unit A (Teaching, Research, Clinical Faculty) – *Submit* 4th & 5th Year Retention Portfolios
Feb. 3, 2027	Unit B – ASPs and Unit C employees submit annual work plan drafts to supervisors
Feb. 5, 2027	Unit B (Lecturers with >50% appointment & Clinical) – *Submit* Portfolios for Annual Evaluation
Feb. 12, 2027	Unit B (Full-time lecturers and Full-time Clinical) – *Request* Re-employment (2/15 – Contract Date)
Feb. 24, 2027	Deadline for Tenured faculty to acknowledge chair/program director's rating of less than adequate in writing.
Mar. 17, 2027	Units A (Tenured/Tenure-Track) and B (Full-Time Lecturers) – *Submit* Faculty Excellence Portfolios to Contract Administrator
Mar. 1–Apr. 30, 2027	Conduct Elections – *Forward* Chairperson Recommendations to Dean <i>[Faculty Convenes]</i>
Apr. 15, 2027	Unit A (Eligible 1st Year Tenure-Track) – Submit Request for Advance Standing for years toward tenure (April 15 – Contract Date)
May 14, 2027	Unit A & B (Full-time) – Receive Summer Employment Status Statements for Summer 2027
May 14, 2027	Unit A & B (Full-time, Clinical and Research) – Receive Approved Yearlong Assignments for 2027–2028

Departmental Personnel Committee (DPC)

Sept. 30, 2026	Forward 2nd and 3rd Year Retention Recommendations
Oct. 9, 2026	Report 2nd and 3rd Year Retention Reconsiderations Forward Promotions & PAI Recommendations
Oct. 23, 2026	Report Promotions & PAI Reconsiderations
Jan. 29, 2027	Forward 1st Year Recommendations
Feb. 3, 2027	Forwards Tenure Recommendations
Feb. 3, 2027	Forwards Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations
Feb. 6, 2027	Report 1st Year Reconsiderations
Feb. 12, 2027	Reports Tenure Reconsiderations
Feb. 12, 2027	Forwards 4th & 5th Year Retention Recommendations
Feb. 23, 2027	Report 4th & 5th Year Retention Reconsiderations

Department Chairperson

Aug. 24, 2026	Receive instructions for Yearlong Schedules and Summer School 2027 from Academic Affairs
Sept. 9, 2026	Submit Summer 2027 course proposals and rotation plans to Deans for approval <i>[Note Contract Language: if no roster by February 1, UPI President and Provost will create.]</i>
Oct. 7–24, 2026	Discuss 2027–2028 yearlong assignments with Unit A employees
Oct. 14, 2026	Submit Revised AY2627 Yearlongs for Fall semester <i>[no override forms for 2026–2027]</i>
Oct. 14, 2026	Forward 2nd & 3rd Year Retention Recommendations
Oct. 23, 2026	Report 2nd & 3rd Year Retention Reconsiderations Forward Promotions & PAI Recommendations
Oct. 30, 2026	Notify Unit B Lecturers of place on Summer Rotation Roster (11/1 – Contract date)
Nov. 4, 2026	Forward Sabbatical, Administrative Educational and Retraining Leave Recommendations
Nov. 5, 2026	Report Promotions & PAI Reconsiderations
Nov. 12, 2026	Receive Tentative Summer 2027 course list; discuss assignments
Nov. 18, 2026	Submit 2027–2028 yearlong proposals to the Dean
Feb. 8, 2027	Forward Annual Tenured Faculty Evaluations and any explanation of less than adequate ratings
Feb. 10, 2027	Forward 1st Year retention Recommendations
Feb. 12, 2027	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. 18, 2027	Report 1st Year Reconsiderations
Feb. 18, 2027	Forward Tenure Recommendations
Feb. 18, 2027	Forward Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations
Mar. 3, 2027	Report Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations
Mar. 3, 2027	Report Tenure Reconsideration
Mar. 3, 2027	Forward 4th & 5th Year retention Recommendations
Mar. 15, 2027	Report Unit B lecturer retention recommendation to deans (3/15 – Contract date)
Mar. 15, 2027	Develops and sends re-employment roster for Unit B lecturers to the Dean
Mar. 18, 2027	Report 4th & 5th Year retention Reconsiderations

Mar. 19, 2027	Unit B lecturer & clinical lecturer evaluations due. <i>[Must be completed before re-appointment letters issued.]</i> (3/21 – Contract date)
Mar. 26, 2027	Submit revised Fall 2026–Spring 2027 yearlongs <i>[FAA Data & Outside Employment Sections Complete; include override forms]</i>
Mar. 26, 2027	Override requests for 2026–2027 due <i>[Final date to ensure override payment by end of term.]</i>
Mar. 30, 2027	Chairs notify Unit B lecturers of place on re-employment roster (4/1 – Contract date)
Apr. 2, 2027	Unit B-ASP and Unit C Annual Work Plans due to Deans
Apr. 30, 2027	Unit B-ASP and Unit C Annual Evaluation and Retention due to Deans
May 18, 2027	Summer School override forms due

Dean

Sept. 23, 2026	Approved preliminary Summer 2027 schedules to the Summer School Committee Give a copy of the approved summer rotation roster to the departments for chairs and faculty
Nov. 6, 2026	Forward 2nd & 3rd Year Retention Recommendations
Nov. 15, 2026	Submit revised 2026–2027 Yearlongs
Nov. 18, 2026	Forward Promotions & PAI Recommendations
Nov. 20, 2026	Report 2nd & 3rd Year Retention Reconsiderations
Nov. 20, 2026	Forward Sabbatical, Administrative, Educational, and Retraining leave recommendations
Nov. 29, 2026	Report Promotion & PAI Reconsiderations
Dec. 2, 2026	Review Yearlong Assignments and class schedules for 2027–2028
Dec. 11, 2026	Send 2027–2028 Yearlongs and class schedules to Provost (for Review & Approval) and to Course Scheduling (for preview)
Feb. 22, 2027	Forward 1st Year Recommendations
Mar. 3, 2027	Report 1st Year Reconsiderations
Mar. 8, 2027	Forward Tenured faculty annual evaluations
Mar. 19, 2027	Forward Clinical 6+ and Multi-Year Clinical Faculty Retention Recommendations
Mar. 26, 2027	Forward Tenure Recommendations
Mar. 26, 2027	Forward 4th & 5th Year Retention Recommendations
Apr. 1, 2027	Report Forwards Clinical 6+ and Multi-Year Clinical Faculty Retention Reconsiderations
Apr. 2, 2027	Report Tenure Reconsiderations
Apr. 8, 2027	Report 4th & 5th Year Retention Reconsiderations
Apr. 15, 2027	Send Unit B Lecturer re-employment recommendations to the Provost
Apr. 30, 2027	Complete and forward Unit B ASP/Unit C Annual Evaluations to the Provost and Human Resources
May 1, 2027	Forward chairperson election recommendations to the Provost
May 7, 2027	Forward Unit B ASP and Unit C Work Plans to the Provost

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

Dec. 1, 2026	Forward 2nd & 3rd Year Retention Recommendations
Dec. 4, 2026	Forward Promotions & PAI Recommendations
Dec. 9, 2026	Report 2nd & 3rd Year Retention Reconsiderations
Dec. 15, 2026	Report Promotions & PAI Reconsiderations

Mar. 5, 2027	Forward 1st Year Recommendations
Mar. 25, 2027	Report 1st Year Reconsiderations
Apr. 6, 2027	Forward Tenure Recommendations
Apr. 9, 2027	Forward 4th & 5th Year Retention Recommendations
Apr. 16, 2027	Report Tenure Reconsiderations
Apr. 22, 2027	Report 4th & 5th Year Retention Reconsiderations
Apr. 30, 2027	Mentoring Advisory Committee (MAC) letters in re Professional Development Plans (5/1 – Contract Date)

President and/or Provost

Oct. 1, 2026	Provost approves Summer Rotation Plans and Returns to Department Chairs
Dec. 11, 2026	Act on Sabbatical, Administrative Educational & Retraining leave requests
Dec. 15, 2026	Announce 2nd & 3rd Year Retention Decisions (12/15 – Contract Date)
Jan. 13, 2027	Acts on Promotion & PAI Recommendation
Feb. 1, 2027	Notify Unit B-ASPs of non-retention (2/1 – Contract Date)
Apr. 1, 2027	Notify faculty of 1st Year retention decisions (4/1 – Contract Date)
Apr. 15, 2027	Notify faculty of results of their Annual Tenured Faculty Evaluation
Apr. 22, 2027	Notify faculty of Clinical 6+ and Multi-Year Clinical Faculty Retention Decisions
Apr. 23, 2027	Notify faculty of Tenure Recommendation to Board of Trustees (May meeting)
May 3, 2027	Announce Faculty Excellence Awards
May 5, 2027	Notify faculty of 4th & 5th Year retention decisions
May 2027 (TBD)	Board of Trustees meeting, decision reached on Tenure [<i>Decision no later than June 1 – Contract Date</i>]
June 1, 2027	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 15, 2027	Unit B and Unit C retention or rehire eligibility letters (6/15 – Contract Date)
June 30, 2027	Unit B-lecturers (full time) letters for rehiring eligibility

RETENTION: FIRST YEAR PROBATIONARY – Unit A Faculty

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

Jan. 20, 2027	Faculty members being evaluated for retention in their first year of service must submit their retention portfolios to the Department Personnel Committee (DPC). <i>[Period of evaluation: date hired to January 20, 2027, if hired in Fall 2026 semester or earlier.]</i>
Jan. 29, 2027	DPC sends portfolio and recommendations with written reasons to the department chairperson and faculty member. Copies: Provost, appropriate vice president, dean, and contract administrator. – An individual has three (3) working days after receipt of notification to request a reconsideration of the recommendations to the Department Chairperson <i>[Article 21.4]. [Feb. 4]</i>
Feb. 6, 2027	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. 10, 2027	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. – An individual has three (3) working days after receipt of notification to request a reconsideration of the recommendations <i>[Article 21.5]. [Feb. 16]</i>
Feb. 18, 2027	Dept. Chairperson reports the reconsideration recommendation (with written reasons) to the faculty member and dean. Copies: DPC chairperson, Provost, appropriate vice president, and contract administrator.
Feb. 22, 2027	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. – Individuals have three (3) working days after receipt of notification to request a Reconsideration <i>[Article 21.5]. [Feb. 25]</i>
Mar. 3, 2027	Dean reports Reconsideration recommendation to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
Mar. 5, 2027	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 to request a reconsideration of the UPC recommendation <i>[Article 21.6]. [Mar. 17]</i>
Mar. 25, 2027	UPC Reconsideration recommendations. Copies to the faculty member, DPC, department chairperson, Provost/academic vice president, and contract administrator.
Apr. 1, 2027	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, 2026	Date by which faculty members being evaluated for retention in their Second and Third Probationary Years must submit their retention portfolios to the DPC. <i>[Review Period: 2nd year – date hired to Sept. 11, 2026; 3rd year – Sept. 12, 2024 to Sept. 11, 2026.]</i>
Sept. 30, 2026	DPC sends personnel files and recommendations with written reasons to department chairpersons. – Individuals have three (3) working days after receipt of notification to request a reconsideration <i>[Article 21.4]. [Oct. 5]</i>
Oct. 10, 2026	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. 14, 2026	Department Chairpersons send personnel files and their recommendations with written reasons to the dean.

	– Individuals have three (3) working days after receiving notification to request a reconsideration [Article 21.5]. [Oct. 19]
Oct. 23, 2026	Department Chairpersons report written reconsideration recommendations with reasons to: DPC, Provost, faculty member concerned, and contract administrator.
Nov. 6, 2026	Deans send personnel files and recommendations to the Academic Vice President for transmittal to the UPC. – Individuals have three (3) working days after receiving notification to request a reconsideration [Article 21.5]. [Nov. 12]
Nov. 20, 2026	Deans report their reconsideration recommendations in writing with reasons.
Dec. 1, 2026	University Personnel Committee sends personnel files and recommendations to the Academic Vice President for transmittal to the President. – Individuals have three (3) working days after receipt of a negative UPC recommendation to request reconsideration [Article 21.6]. [Dec. 4]
Dec. 9, 2026	UPC reports written reconsideration recommendations with reasons.
Dec. 15, 2026	President acts on recommendations. The President notifies of his/her decision and copies to all parties. (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. 27, 2027	Date by which faculty members being evaluated for retention in their fourth and fifth probationary years must submit their retention portfolios to the DPC. [Review Period: 4th year – Sept. 11, 2024 to Jan. 27, 2027; 5th year – January 27, 2026 to Jan. 26, 2027]
Feb. 12, 2027	DPC sends personnel files and recommendations with written reasons to department chairpersons. – Individuals have three (3) working days after receipt of notification to request reconsideration [Article 21.4]. [Feb. 18]
Feb. 24, 2027	DPC reconsiders. Dept. Chairperson reports the DPC's written reconsideration recommendations.
Mar. 3, 2027	Department Chairpersons send personnel files and their recommendations with written reasons to the dean. – Individuals have three (3) working days after receiving notification to request reconsideration [Article 21.5]. [Mar. 15]
Mar. 18, 2027	Department Chairpersons report written reconsiderations and recommendations.
Mar. 26, 2027	Deans send personnel files and recommendations to the Provost/Academic Vice President for transmittal to the UPC. – Individuals have three (3) working days after receiving notification to request reconsideration [Article 21.5]. [Mar. 31]
Apr. 8, 2027	Deans report their written reconsideration recommendations with reasons.
Apr. 9, 2027	University Personnel Committee sends personnel files and recommendations to the Academic Vice President for transmittal to the President. – Individuals have three (3) working days after receipt of a negative UPC recommendation to request reconsideration [Article 21.6]. [Apr. 14]
Apr. 22, 2027	UPC reports written reconsideration recommendations.
May 5, 2027	The President acts on recommendations. [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. 13, 2027	Clinical faculty should submit a portfolio of supporting materials to the Department Personnel Committee. [Review Period: January 14, 2026, to January 13, 2027.]
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Feb. 3, 2027	DPC sends personnel files and recommendations with written reasons to department chairpersons. – Individuals have three (3) working days after receipt of notification to request reconsideration [Article 21.4]. [Feb. 8]
Feb. 18, 2027	Department Chairpersons send personnel files and their recommendations with written reasons to the dean. – Individuals have three (3) working days after receiving notification to request reconsideration [Article 21.5]. [Feb. 23]
Mar. 3, 2027	Department Chairpersons report written reconsideration recommendations.
Mar. 19, 2027	Deans send personnel files and recommendations to the Academic Vice President for transmittal to the UPC. – Individuals have three (3) working days after receiving notification to request reconsideration [Article 21.5]. [March 24]
Apr. 1, 2027	Dean reports written reconsideration recommendations.
Apr. 22, 2027	Provost acts on recommendations. 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. 25, 2026	Application due for tenure by exceptionality . Letter to Dept. Chairperson and Provost's Office.
Jan. 13, 2027	Faculty members wishing to be considered for tenure should submit a letter of request and a portfolio of supporting materials to their Department Chairpersons. [Review Period: date hired to January 13, 2027.] (Tenure by exceptionality: apply by November 25, 2026; submit portfolio by January 13, 2027.)
Feb. 3, 2027	DPC sends personnel files and recommendations with written reasons to department chairpersons. – Individuals have three (3) working days after receiving notification to request reconsideration [Article 22.10]. [Feb. 8]
Feb. 12, 2027	Department Chair reports the DPC's written reconsideration recommendations.
Feb. 18, 2027	Department Chairpersons send personnel files and their recommendations with written reasons to the dean. – Individuals have three (3) working days after receiving notification to request reconsideration [Article 22.10]. [Feb. 22]
Mar. 3, 2027	Department Chairpersons report written reconsideration recommendations.
Mar. 26, 2027	Deans send personnel files and recommendations to the Academic Vice President for transmittal to the UPC. – Individuals have three (3) working days after receipt of notification to request reconsideration [Article 22.11]. [March 30]
Apr. 2, 2027	Dean reports written reconsideration recommendations.
Apr. 6, 2027	UPC sends personnel files and recommendations to the Academic Vice President for transmittal to the President. – Individuals have three (3) working days after receiving notification of a negative UPC recommendation to request reconsideration. [Apr. 9]
Apr. 15, 2027	UPC reports written reconsideration recommendations.
Apr. 23, 2027	President acts on recommendations. The President notifies of his/her recommendations to all parties. There is no contractual provision for reconsideration.
May 2027	The President presents tenure recommendations to the Board. The board reviews and acts upon tenure recommendations at its regular May meeting.
June 1, 2027	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. 8, 2026	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. <i>[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.]</i>
Sept. 22, 2026	Faculty members and administrators should submit their portfolios to their chairpersons.
Oct. 9, 2026	DPC sends personnel files and recommendations with written reasons to department chairpersons. – Individuals have three working days after receipt of notification to request reconsideration <i>[Article 22.5]. [Oct. 15]</i>
Oct. 23, 2026	DPC reports their written reconsideration recommendations with reasons to department chairpersons.
Oct. 23, 2026	Department Chairpersons send personnel files and their recommendations with written reasons to the deans. – Individuals have three working days after receipt of notification to request reconsideration <i>[Article 22.5]. [Oct. 28]</i>
Nov. 5, 2026	Department Chairpersons report their written reconsideration recommendations with reasons.
Nov. 18, 2026	Deans send personnel files and recommendations to the Academic Vice President for transmittal to the UPC. – Individuals have three (3) working days after receipt of notification to request reconsideration <i>[Article 22.6]. [Nov. 23]</i>
Nov. 27, 2026	Deans report their written reconsideration recommendations.
Dec. 4, 2026	UPC sends personnel files and recommendations to the Academic Vice President for transmittal to the President. – Individuals have three (3) working days after receipt of a negative UPC recommendation to request reconsideration <i>[Article 22.7]. [Dec. 9]</i>
Dec. 15, 2026	UPC reports its written reconsideration recommendations.
Jan. 13, 2027	President acts on recommendations. The President notifies of his/her decision to all parties.
May 2027	President reports promotion decisions to the Board at its May meeting.

PROFESSIONAL ADVANCEMENT INCREASE (PAI)

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

Dates are when material is sent to next review.

Sept. 8, 2026	Eligible Faculty members wishing to be considered for the Professional Advancement Increase (PAI), apply by submitting a letter of request to their Dept. Chairperson. <i>[Period of Review: Material from the previous five-year period, Sept. 9, 2021, to Sept. 8, 2026.]</i>
Sept. 22, 2026	Faculty members applying for the PAI submit their portfolios to their chairpersons.
Oct. 9, 2026	DPC sends personnel files and recommendations with written reasons to department chairpersons. – Individuals have three (3) working days after receiving notification to request reconsideration. <i>[Oct. 15]</i>
Oct. 23, 2026	Department Chairperson sends the DPC's written reconsideration recommendation.
Oct. 23, 2026	Department Chairpersons send personnel files and their recommendations with written reasons to the dean. – Individuals have three (3) working days after receiving notification to request reconsideration. <i>[Oct. 28]</i>
Nov. 5, 2026	Department Chairpersons report written reconsideration recommendations.

Nov. 18, 2026	Deans send personnel files and recommendations to the Academic Vice President for transmittal to the UPC. – Individuals have three (3) working days after receiving notification to request reconsideration. [Nov. 23]
Nov. 27, 2026	Deans report recommendations based upon their reconsideration.
Dec. 4, 2026	UPC sends personnel files and recommendations to the Academic Vice President for transmittal to the President. – Individuals have three (3) working days after receiving notification of a negative UPC recommendation to request reconsideration. [Dec. 9]
Dec. 15, 2026	UPC reports written reconsideration recommendations.
Jan. 13, 2027	President acts on recommendations. 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. 17, 2026	The University President shall request the Faculty Senate and the Union for recommendations of faculty members to serve on the Faculty Excellence Awards Committees.
Dec. 2, 2026	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 the Faculty Excellence Awards Committees.
Feb. 3, 2027	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. 13, 2027	Faculty are sent information regarding application and nomination procedures for the Faculty Excellence Award.
Mar. 17, 2027	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: March 15, 2026, through March 17, 2027.
Apr. 15, 2027	Faculty Excellence Award Committees submit recommended nominees to the President (4/15 – Contract Date).
May 3, 2027	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. 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. Academic Year 2026–2027 is Year 1. [Period of Review: January 25, 2026 through January 24, 2027.]

Jan. 24, 2027	Tenured Faculty submit differently on alternate years: Year 1, a summary of work in each area; Year 2, a portfolio with complete documentation. Academic Year 2026–2027 is Year 1.
Feb. 8, 2027	Department Chairperson/Program Director writes an evaluation statement and sends it to the Dean for review. A copy is sent to the employee.
Feb. 12, 2027	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. 24, 2027	Deadline for faculty to acknowledge chair/program director's rating of less than adequate in writing.
Mar. 8, 2027	Dean will forward her/his recommendation to the Provost. Copies to the employee and the chairperson.
Apr. 15, 2027	Provost sends letters on evaluation status, including responses to faculty requests for reconsideration.

May 1, 2027	Mentoring Advisory Committee (MAC) contacts faculty for mentoring process implementation. <i>[May 1 – Contract Date]</i>
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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. 16, 2026	Employees will submit proposals on official forms to their department chairpersons. <i>[Eligibility after 7-years. Articles 27.2, 27.3, 39.3 and 51.3]</i>
Nov. 4, 2026	Department Chairpersons will recommend each proposal received as academically acceptable or academically unacceptable for sabbaticals. Chairpersons will include statements with reasons for the recommendation and forward all proposals to the appropriate dean.
Nov. 20, 2026	Deans will recommend each proposal received as academically acceptable or academically unacceptable for sabbaticals. All proposals will be forwarded to the Provost/Academic Vice President.
Dec. 11, 2026	Provost/Academic Vice President will recommend each proposal and forward all proposals to the President. The President will decide which proposals are approved and will provide written reasons to authors of non-approved proposals. The President will announce the names of those receiving sabbaticals, retraining leaves, and administrative educational leaves.

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. 5, 2027	Lecturers submit portfolios for evaluation to the Department Chairperson. Unit B faculty are evaluated annually after one academic term. 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. 12, 2027	Unit B faculty (teaching and clinical) apply for retention. Unit B faculty notify in writing the chairperson of their wish to be considered for an appointment the following year by February 13th (2/15 – Contract Date). Unit B faculty are responsible for providing any changes in their address or phone numbers to the department chairperson and the Office of Human Resources by February 13th.
Mar. 6, 2027	Department Chair develops a list of all employees wishing employment in the department during the subsequent year, providing that a satisfactory evaluation has been conducted (Article 33) (3/15 – Contract Date).
Mar. 19, 2027	Department Chair submits annual evaluation recommendation to Dean (3/21 – Contract date).
Mar. 30, 2027	Department Chair notifies lecturer of position on re-employment roster. (4/1 – Contract date)
Apr. 15, 2027	Dean submits annual evaluation recommendation and re-employment request to Provost/Vice President for Academic Affairs <i>[addressed to Contract Administrator]</i> . Copy to Human Resources.
June 30, 2027	The President notifies the lecturer of re-hire eligibility status.

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

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

Aug. 24, 2026	Chairpersons and program directors receive instructions and guidelines.
Aug. 31, 2026	Unit A/B faculty submit written request for a summer assignment.
Sept. 9, 2026	Apply for Final Four. Unit A/B and C – Declaration of Retirement for Sick Leave Credit (buyout).
Oct. 7, 2026	Unit A/B faculty or resource professionals may submit a proposal for yearlong assignment consideration.

Oct. 7–24, 2026	Chairpersons and program directors discuss tentative workload and assignments with faculty and build department schedules.
Nov. 18, 2026	Chairpersons and program directors submit schedules, workloads, and assignments to deans.
Dec. 2, 2026	Deans review schedules and assignments and request changes, if necessary.
Dec. 11, 2026	Deans – Yearlong Assignments and class schedule information are due in the Office of the Provost and Vice President for Academic Affairs [<i>Contract Administration for approval, who sends it to Course Scheduling</i>].
Jan. 20, 2027	Provost's Office will review schedules and assignments with Deans for final approval.
Feb. 3, 2027	Unit B – ASPs and Unit C employees submit work plans to chairs and directors.
Feb. 12, 2027	Unit B – Lecturers apply for re-employment to chairs (2/15 – Contract Date).
Mar. 3, 2027	ASPs and Unit C meet to discuss schedules, workloads, assignments, and duties with supervisor/chairs.
Mar. 15, 2027	Chairs develop re-employment roster for Unit B (3/15 – Contract Date).
Mar. 30, 2027	Chairs notify Unit B – Lecturers of position on roster (4/1 – Contract Date).
Apr. 2, 2027	Academic Support Professionals and Unit C work plans submitted to appropriate Dean.
Apr. 30, 2027	Chairs submit ASPs annual evaluations to Deans/Vice Presidents [<i>Contract Administration and Human Resources receive copies</i>].
May 6, 2027	Deans submit ASPs annual evaluations to Vice Presidents.
May 7, 2027	Deans/VPs submit ASPs and Unit C work plans to Provost and Vice President for Academic Affairs [<i>for Contract Administrator</i>].
June 1, 2027	Each Unit B – ASP and Unit C employee shall receive her/his official written assignment of duties reflected in an annual work plan by June 1st, or at the time of appointment, whichever is later (6/1 – Contract Date).

SUMMER SCHOOL 2027

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

Aug. 24, 2026	Department Chairpersons/Program Directors receive information on Summer 2027.
Sept. 9, 2026	Faculty: Declaration of Final Four for summer employment. Faculty members who wish to be considered for teaching in the 2027 Summer School must notify their chairpersons in writing by this date. Department Chairpersons, after consultation with faculty, submit Summer School course proposals including the department's summer school rotation plan to the appropriate Dean and the Provost/Academic Vice President.
Sept. 23, 2026	All approved schedules are due in the office of Contract Administration (ADM 308). Deans send schedules and assignments to the Summer School committee. The Summer School Committee reviews schedules and assignments.
Sept. 30, 2026	Chairpersons and program directors receive Summer School course lists from the Summer School Committee.
Oct. 15, 2026	Chairpersons notify Unit A and B of place on Summer Rotation Roster (11/1 – Contract Date).
Oct. 30, 2026	Faculty receive preliminary Summer 2027 assignments from department chairs. Preliminary summer schedule placed on the University website.
May 15, 2027	Date by which Summer School faculty members receive their Summer Session 2027 Employment Status Form (tentative).
May 16, 2027	Override Authorization forms for Summer School are due in the Office of Contract Administration.

ELECTION OF CHAIRPERSONS – Unit A: Tenured and Tenure-Track Faculty

Mar. 2, 2027	Deans are notified which departments must hold an election to recommend a chairperson.
Mar. 3–Apr. 30, 2027	Departments conduct their elections. The senior, tenured faculty member conducts the elections. Names and voting tallies of all candidates are sent to the dean.
May 3, 2027	Deans forward departmental recommendations to the Provost/Vice President for Academic Affairs.
May 15, 2027	The Provost provides the President with the election results.
July 1, 2027	The University President announces chairperson decisions.

NOTE: Faculty members shall receive a copy of any modification in the 2026–2027 yearlong assignment of duties from their department chairpersons and/or director.