

Chicago State University

Quick Glance - Personnel Action Timetable for Academic Year 2016-2017

The full University Personnel Action Timetable is available at www.csu.edu/apca. The dates listed are when the materials MUST BE SUBMITTED to the next review level, e.g., for promotion, the DPC submits a recommendation to the department chairperson by October 01. **Grey shaded** dates are *Contract* designated reporting dates. For *Contract* dates occurring on a weekend or holiday, the materials are due no later than 5:00 P.M. on the date indicated in the brackets.

Unit A – Faculty							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion	8/25/16	9/07/16	10/06/16	10/21/16	11/10/16	12/02/16	1/19/17
PAI	8/25/16	9/07/16	10/06/16	10/21/16	11/10/16	12/02/16	1/19/17
1 st Year		1/13/17	1/20/17	2/3/17	2/24/17	3/10/17	4/01/17 [3/31/17]
*2 nd , 3 rd Yr.		8/26/16	9/9/16	9/29/16	10/20/16	11/14/16	12/15/16
4 th , 5 th Yr.		2/01/17	2/17/17	3/03/17	3/24/17	4/17/17	5/15/17
Tenure	Exceptionality 11/30/16	1/19/17	2/02/17	2/24/17	3/23/17	3/31/17	4/20/17 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/20/16			11/04/16	11/23/16		12/16/16
Final Four	9/14/16						
Summer Teaching	9/14/16			Courses by 10/07/16		Committee Approves 11/10/16	Provost Approves Rotation by 2/01/17
Faculty Excellence Award		3/02/17					5/04/17
Tenured Faculty Annual Evaluation		1/19/17		2/02/2017	To Provost by 3/23/17		4/03/17 [MAC notifications by 5/1/17]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/17			Chair notifies: 3/15/17 Placed on roster: 4/1/17	4/21/17		6/15/17
Annual Evaluation		2/01/17		3/20/17	4/21/17		President notifies: 6/15/17
Final Four, Sick Leave Buyout [Full-time]	9/14/16						
Summer Teaching [Full-time]	9/14/16			Placed on roster by: 11/01/16			Committee Approves 11/14/16
Admin. Ed. Leave (Multi Yr. Lecturers)	10/20/16			11/07/16	11/23/16		12/16/16
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation	5/1/17			5/08/17	5/29/17		6/15/17
Work Plans	2/10/17	2/10/17		4/10/17	To Provost 5/15/17		Provost Approves 6/01/16
Admin. Ed. and Retraining Leaves (Non-Civil Service)	10/13/16			11/04/16	11/23/16		12/16/16

*All 2nd Year tenure-track faculty apply by Year 2 date including those w/advanced standing - evaluated at higher probationary standard. (08/11/14)