

Chicago State University

Quick Glance - Personnel Action Timetable for Academic Year 2018-2019

Also consult the full University Personnel Action Timetable at www.csu.edu/apca. The dates state the day by when materials MUST BE SUBMITTED to the next review level (not later than 5:00 P.M.). **Grey shaded** dates are *Contract designated reporting dates*. For *Contract* dates occurring on a weekend or holiday, the materials are due on the date indicated in the brackets.

Unit A – Faculty							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion	8/27/18	9/11/18	10/05/18	10/22/18	11/12/18	11/26/18	1/18/19
PAI	8/27/18	9/11/18	10/05/18	10/22/18	11/12/18	11/26/18	1/18/19
1 st Year		1/21/19	1/30/19	2/7/19	2/21/19	3/14/19	4/1/19
*2 nd , 3 rd Yr.		9/5/18	9/24/18	10/10/18	10/31/18	11/27/18	12/15/18 [12/14/18]
4 th , 5 th Yr.		1/31/19	2/15/19	3/06/19	3/29/19	4/16/19	5/6/19
Clinical 6+ and Clinical Multi-Year		1/18/19	2/01/19	2/22/19	3/25/19		Provost notifies by 4/26/19
Tenure	Exceptionality 11/29/18	1/18/19	2/1/19	2/22/19	3/25/19	4/5/19	4/26/19 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/19/18			11/4/18	11/21/18		12/14/18
Final Four	9/13/18						
Summer Teaching	9/6/18			Courses by 9/20/18	9/27/18	Committee Approves 10/12/18	Provost Approves Rotation by 12/11/18
Faculty Excellence Award		3/1/19					5/3/19
Tenured Faculty Annual Evaluation		1/25/19		2/8/19	3/15/19		4/19/19 [MAC notifications by 5/1/19]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/19			Chair notifies: 3/15/19 Placed on roster: 4/1/19	4/19/19		6/14/19
Annual Evaluation		2/14/19		3/20/19 [3/15/19]	4/19/19		President notifies: 6/14/19
Final Four, Sick Leave Buyout [Full-time]	9/13/18						
Summer Teaching [Full-time]	9/13/18			Placed on roster by: 11/1/18			Committee Approves 11/13/18
Admin. Ed. Leave (Multi Yr. Lecturers)	10/19/18			11/5/18	11/21/18		12/14/18
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation	5/1/18			5/7/19	5/28/19		6/15/19 [6/14/2019]
Work Plans	2/8/19	2/8/19		4/9/19	To Provost 5/14/19		Provost Approves 6/1/19 [5/31/2019]
Admin. Ed. and Retraining Leaves (Non-Civil Service)	10/19/18			11/5/18	11/21/18		12/14/18

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

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