

### Quick Glance - Personnel Action Timetable for Academic Year 2024-2025

Also consult the full University Personnel Action Timetable at [www.csu.edu/apca](http://www.csu.edu/apca). The dates state 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 brackets.

Unit A – Faculty							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion	9/6/24	9/22/24	10/11/24	10/25/24	11/18/24	12/5/24	1/13/25
PAI	9/6/24	9/22/24	10/11/24	10/25/24	11/18/24	12/5/24	1/13/25
1 <sup>st</sup> Year		1/20/25	1/30/25	2/10/25	2/21/25	3/7/25	4/1/25
*2 <sup>nd</sup> , 3 <sup>rd</sup> Yr.		9/11/24	9/30/24	10/14/24	11/8/24	11/27/24	12/15/24 [12/13/24]
4 <sup>th</sup> , 5 <sup>th</sup> Yr.		1/27/25	2/14/25	3/3/25	3/25/25	4/11/25	5/5/25
Clinical 6+ and Clinical Multi-Year		1/13/25	2/3/25	2/18/25	3/21/25		Provost notifies by 4/22/25
Tenure	Exceptionality 11/29/24	1/13/25	2/3/25	2/18/25	3/25/25	4/4/25	4/25/25 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/18/24			11/4/24	11/22/24		12/13/24
Final Four	9/9/24						
Summer Teaching	9/9/24			Courses by 9/20/24	10/4/24	Committee Approves 10/30/24	Provost Approves Rotation by 12/7/24
Faculty Excellence Award		3/17/25					5/2/25
Tenured Faculty Annual Evaluation		1/23/25		2/7/25	3/11/25		4/15/25 [MAC notifications by 5/1/25]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/25 [2/14/25]			Chair notifies: 3/15/25 [3/14/25] Placed on roster: 4/1/25	4/15/25		6/30/25
Annual Evaluation		2/7/25		3/21/25	4/15/25		President notifies: 6/30/25
Final Four, Sick Leave Buyout [Full-time]	9/9/24						
Summer Teaching [Full-time]	9/9/24						Committee Approves 11/13/24
Admin. Ed. Leave (Multi Yr. Lecturers)	10/18/24			11/4/24	11/22/24		12/13/24
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation	5/1/25			5/6/25	5/2/25		6/15/25 [6/13/24]
Work Plans	2/10/25	2/10/25		4/4/25	To Provost 5/9/25		Provost Approves 6/1/25 [5/30/25]

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