

Chicago State University

Quick Glance - Personnel Action Timetable for Academic Year 2017-2018

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	8/28/17	9/12/17	10/06/17	10/23/17	11/13/17	11/27/17	1/19/18
PAI	8/28/17	9/12/17	10/06/17	10/23/17	11/13/17	11/27/17	1/19/18
1 st Year		1/22/18	1/31/18	2/8/18	2/22/18	3/15/18	4/01/18 [3/30/18]
*2 nd , 3 rd Yr.		9/6/17	9/25/17	10/11/17	11/1/17	11/28/17	12/15/17
4 th , 5 th Yr.		2/01/18	2/16/18	3/07/18	3/30/18	4/17/18	5/7/18
Clinical 6+ and Clinical Multi-Year		1/19/18	2/02/18	2/23/18	3/26/18		Provost notifies by 4/27/18
Tenure	Exceptionality 11/30/17	1/19/18	2/02/18	2/23/18	3/26/18	4/6/18	4/27/18 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/20/17			11/05/17	11/22/17		12/15/17
Final Four	9/14/17						
Summer Teaching	9/7/17			Courses by 9/21/17	9/28/17	Committee Approves 10/13/17	Provost Approves Rotation by 12/12/18
Faculty Excellence Award		3/02/18					5/04/18
Tenured Faculty Annual Evaluation		1/26/18		2/9/2018	3/16/18		4/20/17 [MAC notifications by 5/1/18]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/18			Chair notifies: 3/15/18 Placed on roster: 4/1/18 [3/30/18]	4/20/18		6/15/18
Annual Evaluation		2/15/18		3/20/18 [3/16/18]	4/20/18		President notifies: 6/15/18
Final Four, Sick Leave Buyout [Full-time]	9/14/17						
Summer Teaching [Full-time]	9/14/17			Placed on roster by: 11/01/17			Committee Approves 11/13/17
Admin. Ed. Leave (Multi Yr. Lecturers)	10/20/17			11/06/17	11/22/17		12/15/17
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation	5/1/18			5/08/18	5/29/18		6/15/18
Work Plans	2/09/18	2/9/18		4/10/18	To Provost 5/15/18		Provost Approves 6/01/18
Admin. Ed. and Retraining Leaves (Non-Civil Service)	10/20/17			11/06/17	11/22/17		12/15/17

*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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