

## Quick Glance - Personnel Action Timetable for Academic Year 2019-2020

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	9/5/19	9/17/19	10/11/19	10/28/19	11/19/19	12/2/19	1/17/20
PAI	9/5/19	9/17/19	10/11/19	10/28/19	11/19/19	12/2/19	1/17/20
1 <sup>st</sup> Year		1/21/20	1/30/20	2/10/20	2/20/20	3/12/20	4/1/20
*2 <sup>nd</sup> , 3 <sup>rd</sup> Yr.		9/11/19	9/30/19	10/16/19	11/8/19	11/26/19	12/15/19 [12/13/19]
4 <sup>th</sup> , 5 <sup>th</sup> Yr.		1/30/20	2/14/20	3/4/20	3/27/20	4/13/20	5/4/20
Clinical 6+ and Clinical Multi-Year		1/17/20	1/31/20	2/20/20	3/23/20		Provost notifies by 4/24/20
Tenure	Exceptionality 11/27/19	1/17/20	1/31/20	2/20/20	3/23/20	4/3/20	4/26/20 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/18/19			11/4/19	11/21/19		12/13/19
Final Four	9/12/19						
Summer Teaching	9/5/19			Courses by 9/19/19	9/26/19	Committee Approves 10/11/19	Provost Approves Rotation by 12/10/19
Faculty Excellence Award		3/6/20					5/2/20
Tenured Faculty Annual Evaluation		1/24/20		2/7/20	3/13/20		4/17/20 [MAC notifications by 4/29/20]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/20 [2/14/20]			Chair notifies: 3/15/20 [3/13/20] Placed on roster: 4/1/20	4/17/20		6/12/20
Annual Evaluation		2/13/20		3/20/20 [3/13/20]	4/17/20		President notifies: 6/12/20
Final Four, Sick Leave Buyout [Full-time]	9/12/19						
Summer Teaching [Full-time]	9/12/19			Placed on roster by: 11/1/19			Committee Approves 11/12/19
Admin. Ed. Leave (Multi Yr. Lecturers)	10/18/19			11/4/19	11/20/19		12/13/19
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaltn.	5/1/20			5/6/20	5/26/20		6/15/20
Work Plans	2/7/20	2/7/20		4/7/20	To Provost 5/12/20		Provost Approves 6/1/20
Admin. Ed. and Retraining Leaves (Non-Civil Service)	10/18/19			11/4/19	11/20/19		12/13/19

\*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)