EASTERN ILLINOIS UNIVERSITY
OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Blair M. Lord
Provost and Vice President for Academic Affairs

581-2121
blord@eiu.edu

To: Teaching and Resource Professionals of UPI Bargaining Unit A

Date: September 15, 2009

Re: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

General Notice

Since 2002, the Schedule for Personnel Actions and the Credit Unit Guidelines Timetable documents have been combined to streamline the process and to improve communication and understanding. The Schedule for Personnel Actions and Credit Unit Guidelines Timetable are issued in accordance with the 2006-2010 EIU-UPI Unit A Agreement (*Agreement*).

Notice of Availability of Applicable Policies, Rules, and Regulations

The University's Internal Governing Policies and the Policies and Regulations of the Board of Trustees are available in departmental offices, deans' offices, and the Office of Academic Affairs and are on file at the Reference Desk in Booth Library. Employees of the University are responsible for abiding by these policies. The Internal Governing Policies are also available at http://www.eiu.edu/~auditing/IGP/index.html. The Board of Trustees Bylaws, Policies, and Regulations are available at http://www.eiu.edu/~auditing/botregs/index.html. This information is provided in accordance with Article 16 of the *Agreement*.

Administrative Staff Evaluations

Administrative staff with faculty rank, including department chairs, are evaluated for retention, promotion in rank, and tenure consistent with Board of Trustees Regulations. Evaluations and recommendations are done consistent with guidelines established in the Office of Academic Affairs.

Schedule For Personnel Actions

The *Agreement* calls for the development of a Schedule for Personnel Actions. The Schedule for Personnel Actions dates for AY2009-2010 are provided for the use of tenured/tenure-track faculty members and all persons involved in making personnel recommendations related to tenured/tenure-track faculty. Consult the *Agreement* for detailed information about faculty personnel recommendations and actions. Copies of the *Agreement* are available at the Reference Desk in Booth Library and, online on the Vice President for Academic Affairs (VPAA) web page (http://www.eiu.edu/~acaffair/Contract/ua2006-2010FINALv2.pdf) and on the UPI Chapter web page (http://www.eiu.edu/~EiuUpi/Contracts.htm. Copies of all forms to be used in the AY2009-2010 evaluation process for tenured/tenure-track faculty are available in the office of the department chair and online on the VPAA web page (http://www.eiu.edu/~acaffair/Forms/TTforms.pdf). Also, copies of forms to be used for leave applications (sabbatical assignments, retraining leaves, and leaves without salary) are available in department offices. Guidelines for organizing portfolios are mailed separately.

Important Notes Regarding the Schedule for Personnel Actions

This document is provided pursuant to Article 8.2 of the *Agreement;* it is not a substitute for reading the detailed provisions of the *Agreement* as they pertain to retention, promotion, tenure, and professional advancement increase recommendations and leave applications. Special attention should be directed to Article 8.6 of the *Agreement* on evaluation criteria. Appropriate application forms, departmental application of criteria, and summer rotation plans should be secured from the office of the appropriate department chair.

When a faculty member who does not meet the educational requirements for tenure applies for tenure on the basis of exceptional performance, the faculty member must designate the performance area to be used as the basis of exception--teaching/performance of primary duties or research/creative activity or service (this must be one and not more than one of the three performance areas).

Leave Without Salary/Sabbatical Assignment/Retraining Leave Applications For AY2010-2011

Although tenured/tenure-track faculty may submit requests for leave without salary (LWOS) at other times within three months of the start of the requested leave, they are encouraged, where possible, to submit LWOS applications by November 2. Applications for a sabbatical assignment are also due by November 2. Sabbatical assignment and leave without salary application forms are available from the department chair. See Article 5 and Article 28 of the *Agreement* for details. Consultation with the department chair and/or dean is recommended prior to submission of a leave application.

See Article 28.3 of the *Agreement* for details on retraining leaves. Also, any interested tenured/tenure-track faculty member should consult their department chair and/or dean prior to submission of a retraining leave application.

Evaluation Information

Faculty notices of intent to apply for promotion, tenure, or a professional advancement increase (PAI) are made by memorandum to the VPAA with a copy to the appropriate department chair and dean. Supporting materials submitted by the tenured/tenure-track faculty member for retention, promotion, tenure, or PAI consideration are attached to Form A (Tenured/Tenure-track Faculty Evaluation Portfolio Form), which is available in department offices and online at http://www.eiu.edu/~acaffair/Forms/TTforms.pdf. Supporting materials accompany the forms through the evaluation process. Evaluators must not alter or delete materials during the evaluation process. Additional materials requested by evaluators during the evaluation process should be clearly labeled as such. See Article 8.9.c. of the *Agreement* for details about evaluation portfolios.

All tenured/tenure-track faculty evaluations for retention, promotion, and tenure made during AY2009-2010 must be based on the evaluation criteria and standards contained in Article 8 of the *Agreement* using the appropriate approved departmental application of criteria document and only these criteria. PAI evaluations must be based on the evaluation standards in Article 12 of the *Agreement* and the approved departmental application of criteria. All applications and recommendations must be submitted on forms available in department offices and online at http://www.eiu.edu/~acaffair/Forms/TTforms.pdf.

Retention Recommendations

Retention recommendations for tenure-track faculty in their first or second year of full-time employment at the University: The decision is on retention for AY2010-2011, with final notification to the faculty member by no later than April 1, 2010. See Article 9 of the *Agreement* for details on retention procedures for tenure-track employees.

For retention recommendations for faculty in their third and subsequent years of full-time employment at the University, the decision on retention for AY2010-2011, with final notification to the faculty member, is made no later than 12 months prior to expiration of current appointment. Do not submit a retention application when application is being made for tenure. See Article 9 of the *Agreement* for details.

Tenure Recommendations for Faculty in the Sixth Probationary Year at the University

Tenure applications must indicate clearly whether the individual is applying for tenure on a regular basis (see Article 10.6 of the *Agreement* for educational requirements and years of service requirements) or on the basis of exceptional performance (see Article 10.7 of the *Agreement* for exceptionality considerations).

Note that the faculty member's performance during the entire period of employment in the bargaining unit at the University is to be considered in making tenure recommendations. For faculty members in their sixth probationary year, submit only the tenure recommendation form, not both the tenure recommendation and retention forms.

Note that tenure is granted only by action of the Board of Trustees upon the receipt of a recommendation by the President. See Article 10 of the *Agreement* for details.

Note further that a faculty member must be an assistant professor, associate professor, or professor to be recommended for tenure; instructors may not hold tenure. Thus, an instructor being recommended for tenure must also be recommended for promotion to assistant professor. See Article 11 of the *Agreement* for details.

Promotion Recommendations

The evaluation period for promotion is specified in Article 11.2 of the *Agreement.*

In the case of an individual who is being considered for both promotion and retention or tenure, the individual should submit a single recommendation form.

Professional Advancement Increase Recommendations

A tenured faculty member is eligible for consideration for a PAI after completion of at least four academic years of service at the University at the rank of professor by the end of the 2008-09 academic year. See Article 12 of the *Agreement* for details concerning the PAI. Faculty who were awarded a PAI in 2006, 2007, 2008 or 2009 are not eligible to apply in AY2009-2010.

Annual Evaluations for Tenured Faculty Members Not Applying for Promotion or PAI

Annual evaluations for faculty members with tenure who are not applying for promotion or a PAI are conducted by department chairs with copies forwarded to appropriate deans and to the VPAA. See Article 8.9.b. of the *Agreement* for details. Faculty members with tenure who apply for promotion or a PAI follow the promotion recommendations or the PAI recommendations procedure prescribed by the *Agreement.*

Credit Unit Guidelines Timetable

The *Agreement* (Articles 6.4.a. and 6.4.b.) calls for the VPAA to develop forms to be used to record officially assigned duties and to issue a timetable for distribution of credit unit guidelines, development of class schedules, and official assignment of duties. Please note:

1. The faculty workload report form has already been developed and is in use now. Faculty may access their workload report online through PAWS. Copies of the form are also available in the office of each department chair. The form has changed in appearance with the migration to Banner.

2. The revised 2008 Faculty Assignment of Duties Guidelines are in effect for AY2009-2010. Copies of the guidelines are available in the office of each department chair and online at www.eiu.edu/~acaffair/Contract/AoDGuidelines.pdf.

The attached document also contains the credit unit guideline timetable dates in effect this year for:

1. The development and distribution of credit unit guidelines in effect this year using the 2008 Faculty Assignment of Duties Guidelines document;

2. The development of class schedules for the fall and spring semesters (including proposals by individual faculty members) and for the summer session;

3. The official assignment of duties for individual faculty members.

This information has been reviewed with UPI and is presented for the information of teaching and resource professionals in the UPI bargaining unit.

Please review the attached Schedule for Personnel Actions and Credit Unit Guidelines Timetable for dates regarding your employment. Thank you.

Attachment: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

cc: Deans (with attachment)
Department Chairs (with attachment)

Eastern Illinois University

Office of the Provost and Vice President for Academic Affairs

Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2009-10

*** Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 26, 2009				* Notify faculty of Achievement and Contribution Awards, deadline for applying for pre-retirement summer option, and outside employment verification
September 2, 2009		Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2010 semester		
September 4, 2009	* Spring 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
September 14, 2009		* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Studies for distribution to faculty	* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Studies for distribution to faculty	* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Studies for distribution to faculty
September 15, 2009				* VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)
September 15, 2009	* Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee			
September 25, 2009	* Fall Faculty Activity Analysis forms due to chairs	Fall Faculty Activity Analysis forms due from Faculty		
October 2, 2009		* Fall Faculty Activity Analysis forms due from chairs to deans	Fall Faculty Activity Analysis forms due from chairs to deans	
October 5, 2009	* Summer 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Summer 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Summer 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 9, 2009			* Deans return fall Faculty Activity Analysis forms to Planning & Institutional Studies	
October 14, 2009		* Faculty workload reports due to deans (final fall 2009 and tentative spring 2010). Opportunity for faculty consultation required	Faculty workload reports due to deans (final fall 2009 and tentative spring 2010)	
October 15, 2009	* Faculty who desire not to teach in 2010 summer session notify chair in writing			
October 15, 2009	* Last day for eligible faculty to apply for pre-retirement summer assignments			
October 15, 2009	* Chair of ACA Selection Committee forwards list of recipients to President			
October 22, 2009	* Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected	Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected		
October 26, 2009			* Faculty workloads and overload reports due to VPAA	Faculty workloads and overload reports due from deans
October 30, 2009				* President notifies ACA Selection Committee of any concerns or disagreement with selections
November 2, 2009	* Deadline for tenured faculty submitting retraining leave/ sabbatical assignment applications for 2010-2011 to chair (copies to dean and VPAA)	Deadline for submitting retraining leave/sabbatical assignment applications for 2010-2011 to chair (copies to dean and VPAA)		
November 2, 2009	* Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2010-2011 encouraged; must be submitted 3 months prior to start of leave	Applications for LWOS for tenured/tenure-track faculty and ASPs for 2010-11 encouraged; must be submitted 3 months prior to start of leave		
November 2, 2009	* Tenured/tenure-track faculty may submit proposed assignment for 2010-2011 class schedule in writing to chair	Tenured/tenure-track faculty may submit proposed assignment for 2010-2011 class schedule in writing to chair		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 9, 2009	* Fall 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2010 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
November 11, 2009		* Chairs submit to deans faculty sabbatical applications and LWOS applications for 2010-11	Chairs submit to deans faculty sabbatical applications and LWOS applications for 2010-11	
November 16, 2009	* Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair			
November 16, 2009		* Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee	Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee	
November 16, 2009	* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary			
November 16, 2009		* Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2010-2011 to deans	Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2010-2011 to deans	
November 16, 2009				* VPAA notifies faculty of summer pre-retirement assignment decision
November 23, 2009			* Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2010-2011 to VPAA	
December 3, 2009				* President notifies ACA recipients
December 8, 2009				* VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves
January 15, 2010	* Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	* Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 20, 2010	* Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	* Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs		
January 27, 2010	* DPC submits retention, promotion, and tenure recommendations to chair			
February 1, 2010	* Faculty notifies VPAA Office of acceptance/rejection of sabbatical assignments			Faculty notifies VPAA Office of acceptance/rejection of sabbatical assignments
February 4, 2010	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	* Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair		
February 8, 2010		* Spring Faculty Activity Analysis forms mailed to deans for distribution to chairs to distribute to faculty	* Spring Faculty Activity Analysis forms mailed to deans for distribution to chairs	* Planning and Institutional Studies sends spring Faculty Activity Analysis forms to deans for distribution to chairs
February 9, 2010	* Faculty submit to chair requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair			
February 10, 2010	* Eligible faculty submit PAI materials to chair for submission to DPC			
February 11, 2010	* DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure	* Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure		
February 11, 2010		* Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 17, 2010		* Final 2009-2020 faculty workloads and overload reports due from chair to dean, including final spring semester 2010 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	Final 2009-2010 faculty workloads and overload reports due from chair to dean, including final spring semester 2010 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	
February 18, 2010	* DPC submits PAI recommendations to chair			
February 19, 2010	* Spring Faculty Activity Analysis forms due to chairs	Spring Faculty Activity Analysis forms due from Faculty		
February 24, 2010			* Final 2009-2010 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2010 workloads based on official enrollment reports for spring semester	Final 2009-2010 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2010 workloads based on official enrollment reports for spring semester
February 25, 2010		* Chair provides PAI recommendations of DPC and Chair to faculty		
February 25, 2010	* CAA Invites nominations for designation of Faculty Laureate			
February 26, 2010		* Chairs return spring Faculty Analysis forms to deans	Chairs return spring Faculty Analysis forms to deans	
March 1, 2010	* Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair			
March 3, 2010			* Deans provide VPAA with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC, chair, and dean (except for 1st and 3rd year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	Deans provide VPAA with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC, chair, and dean (except for 1st and 3rd year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit
March 3, 2010	Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	* Chair provides faculty with written notification of reconsideration of negative recommendation of PAI		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 5, 2010				* VPAA Submits 1st, 2nd, 3rd, 4th, and 5th year retention, tenure, and promotion recommendations to UPC
March 8, 2010		* Chair provides dean with DPC and chair PAI recommendations	Chair provides dean with DPC and chair PAI recommendations	
March 15, 2010		* Chairs report to VPAA spring courses where the final exam is not feasible or unnecessary	Chairs report to VPAA spring courses where the final exam is not feasible or unnecessary	
March 15, 2010	* UPC submits written recommendations on 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member			UPC submits written recommendations on 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member
March 15, 2010	Provost invites eligible faculty to serve on the ACA Committee			* Provost invites eligible faculty to serve on the ACA Committee
March 18, 2010	* Faculty requests for reconsideration of 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
March 23, 2010			* Dean submits written PAI recommendations to VPAA, with copy to faculty member	
March 23, 2010	* UPC provides faculty with results of reconsideration of negative 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA			UPC provides faculty with results of reconsideration of negative 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA
April 1, 2010				* VPAA notifies faculty of 1st (where necessary), 2nd, 3rd, year retention decisions
April 1, 2010	* Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 1, 2010				* PAI recommendations submitted to UPC by VPAA
April 2, 2010		* Tentative summer 2010 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative summer 2010 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	
April 9, 2010	* UPC submits written recommendations for 4th (where necessary) and 5th year retention and promotion to VPAA, with copy to faculty member			UPC submits written recommendations for 4th (where necessary) and 5th year retention and promotion to VPAA, with copy to faculty member
April 12, 2010				* VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule
April 12, 2010			* Tentative summer 2010 faculty workload reports due from deans to Director of Summer School	Tentative summer 2010 faculty workload reports due from deans to Director of Summer School
April 13, 2010		* Tentative 2010-2011 workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative 2010-2011 workload reports due from chairs to deans; opportunity for faculty consultation required	
April 13, 2010	* Faculty requests for reconsideration of 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
April 15, 2010	* Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair	Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 16, 2010	* UPC provides faculty member with written results of reconsideration of negative 4th (where necessary) and 5th year retention and promotion recommendation, copy to VPAA			UPC provides faculty member with written results of reconsideration of negative 4th (where necessary) and 5th year retention and promotion recommendation, copy to VPAA
April 16, 2010	* UPC submits PAI recommendations to VPAA, copy to faculty			UPC submits PAI recommendations to VPAA, copy to faculty
April 21, 2010			* Tentative 2010-2011 workload reports due from deans to VPAA	
April 21, 2010	* Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC			
April 23, 2010				* VPAA notifies tenured/tenure-track faculty of 4th and 5th year retention decisions and promotion decisions
April 26, 2010	* UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA			
April 30, 2010				* VPAA notifies faculty in writing of PAI decisions
May 17, 2010		Summer Faculty Activity Analysis forms mailed to chairs	* Summer Faculty Activity Analysis forms sent to deans for distribution to	* Planning & Institutional Studies sends deans Summer Faculty Activity Analysis
June 2, 2010		* Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty		Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty
June 14, 2010			* Deadline for Deans to enter Summer 4-WK, Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)	
June 17, 2010	* Summer Faculty Activity Analysis forms due to chairs	Summer Faculty Activity Analysis forms due from faculty		
June 24, 2010		* Chairs submit Summer Faculty Activity Analysis forms to deans	Chairs submit Summer Faculty Activity Analysis forms	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
June 24, 2010		* Final Summer 2010 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		
June 30, 2010			* Deans return Summer Faculty Activity Analysis forms to Planning & Institutional Studies	
July 7, 2010			* Final Summer 2010 faculty workload reports due from deans to Director of Summer School	
July 12, 2010			* Deadline for Deans to enter overload contract revisions into online workload system (minor revisions to Summer 6-WK and Summer 8-WK assignments also may be entered if necessary)	