



OFFICE OF THE PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

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To: Teaching and Resource Professionals of UPI Bargaining Unit A

Date: September 15, 2011

Re: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

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### 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 2010-2012 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/trustees/board.php>. 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 AY2011-2012 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) webpage (<http://eiu.edu/acaffair/Contract/UA2010-2012CBA-Final-Sigs.pdf>) and on the UPI Chapter web page (<http://castle.eiu.edu/EiuUpi/Contracts/Unit%20A.pdf>). Copies of all forms to be used in the AY2011-2012 evaluation process for tenured/tenure-track faculty are available in the office of the department chair and online on the VPAA webpage ([www.eiu.edu/acaffair/Forms/TTforms.pdf](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 AY2012-2013

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 1. Applications for a sabbatical assignment are also due by November 1. Sabbatical assignment and leave without salary application forms are available from the department chair or the Academic Affairs website. 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://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 AY2011-2012 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://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 AY2012-2013, with final notification to the faculty member by no later than April 2, 2012. See Article 9 of the *Agreement* for details on retention procedures for tenure-track employees.

For retention recommendations for tenure-track faculty in their third and subsequent years of full-time employment at the University, the decision on retention for AY2012-2013, 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 promotion 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, the individual should submit a single recommendation form.

### Professional Advancement Increase Recommendations

A tenured faculty member is eligible to apply for consideration for a PAI after completion of at least four academic years of service at the University at the rank of professor. See Article 12 of the *Agreement* for details concerning the PAI. Faculty who were awarded a PAI in 2008, 2009, 2010 or 2011 are not eligible to apply in AY2011-2012.

### 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.

### **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 (Assignment of Duties) 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.
2. The Faculty Assignment of Duties Guidelines-Effective Fall 2011 are in effect for AY2011-2012. Copies of the guidelines are available in the office of each department chair and online at [http://eiu.edu/acaffair/Contract/MOA\\_AoD\\_Guidelines\\_Fall%202011.pdf](http://eiu.edu/acaffair/Contract/MOA_AoD_Guidelines_Fall%202011.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 Faculty Assignment of Duties Guidelines-Effective Fall 2011;
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**

**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 10, 2011			* Deadline for Deans to enter any final contract revisions into online workload system (only minor revisions to Summer 8-WK and overload assignments may be entered)	
August 25, 2011	Place notification of Achievement and Contribution Awards, pre-retirement summer option, and outside employment verification deadlines in newsletter			* Place notification of Achievement and Contribution Awards, pre-retirement summer option, and outside employment verification deadlines in newsletter
September 2, 2011	* Spring 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
September 12, 2011		* 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, 2011				* VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules
September 15, 2011	* Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee			
September 23, 2011	* Fall Faculty Activity Analysis forms due to chairs	Fall Faculty Activity Analysis forms due from Faculty		

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

<b>Date</b>	<b>Faculty/Faculty Committees</b>	<b>Dept. Chairs Directors &amp; Coordinators</b>	<b>Deans</b>	<b>VPAA Office/President/Other</b>
September 30, 2011		* Fall Faculty Activity Analysis forms due from chairs to deans	Fall Faculty Activity Analysis forms due from chairs to deans	
October 7, 2011			* Deans return fall Faculty Activity Analysis forms to Planning & Institutional Studies	
October 13, 2011		* Faculty workload reports due to deans (final fall 2011 with tentative spring 2012). Opportunity for faculty consultation required	Faculty workload reports due to deans (final fall 2011 with tentative spring 2012)	
October 13, 2011				* VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals
October 17, 2011	* Faculty who desire not to teach in 2012 summer session notify chair in writing			
October 17, 2011	* Last day for eligible faculty to apply for pre-retirement summer assignments			
October 17, 2011	* Chair of ACA Selection Committee forwards list of recipients to President			
October 21, 2011	* 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, 2011			* Final fall/tentative spring faculty workloads and overload reports due to VPAA	Final fall/tentative spring faculty workloads and overload reports due to VPAA

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 1, 2011				* President notifies ACA Selection Committee of any concerns or disagreement with selections
November 1, 2011	* Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications for 2012-2013 to chair (copies to dean and VPAA)	Deadline for submitting retraining leave/sabbatical assignment applications for 2012-2013 to chair (copies to dean and VPAA)		
November 1, 2011	* Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2012-2013 encouraged; must be submitted 3 months prior to start of leave	Applications for LWOS for tenured/tenure-track faculty and ASPs for 2012-2013 encouraged; must be submitted 3 months prior to start of leave		
November 1, 2011	* Tenured/tenure-track faculty may submit proposed assignment for 2012-2013 class schedule in writing to chair	Tenured/tenure-track faculty may submit proposed assignment for 2012-2013 class schedule in writing to chair		
November 11, 2011	* Summer 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Summer 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Summer 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
November 11, 2011		* Chairs submit to deans faculty sabbatical applications and LWOS applications for 2012-2013	Chairs submit to deans faculty sabbatical applications and LWOS applications for 2012-2013	
November 15, 2011	* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary			* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 15, 2011				* VPAA notifies faculty of summer pre-retirement assignment decision
November 15, 2011	* 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, 2011		* 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 22, 2011			* Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2012-2013 to VPAA	
December 1, 2011				* President notifies ACA recipients
December 5, 2011				* VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves
January 20, 2012	* 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		

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 20, 2012	* 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		
January 27, 2012	* Fall 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
February 1, 2012	* Faculty notifies VPAA of acceptance/rejection of sabbatical assignments			Faculty notifies VPAA of acceptance/rejection of sabbatical assignments
February 2, 2012	* DPC submits retention, promotion, and tenure recommendations to chair			
February 6, 2012		* 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 10, 2012	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 10, 2012	* Eligible faculty submit PAI materials to chair for submission to DPC			

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**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 16, 2012		* Final 2011-2012 faculty workloads and overload reports due from chair to dean, including final spring semester 2012 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	Final 2011-2012 faculty workloads and overload reports due from chair to dean, including final spring semester 2012 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	
February 16, 2012	* Spring Faculty Activity Analysis forms due to chairs	Spring Faculty Activity Analysis forms due from Faculty		
February 16, 2012	* Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair		
February 20, 2012		* Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	
February 20, 2012	* DPC submits PAI recommendations to chair	DPC submits PAI recommendations to chair		
February 23, 2012	* 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 23, 2012		* Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.		
February 23, 2012		* Chairs return spring Faculty Analysis forms to deans	Chairs return spring Faculty Analysis forms to deans	

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 24, 2012			* Final 2011-2012 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2012 workloads based on official enrollment reports for spring semester	Final 2011-2012 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2012 workloads based on official enrollment reports for spring semester
February 27, 2012		* Chair provides PAI recommendations of DPC and Chair to faculty		
March 2, 2012			* Deans return spring Faculty Activity Analysis forms to Planning & Institutional Studies	
March 5, 2012	* Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair			
March 5, 2012			* Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean
March 7, 2012		* Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	
March 8, 2012				* VPAA submits 1st (where necessary), 2nd, and tenure/tenure-year promotion recommendations to UPC
March 8, 2012		* Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI		

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 9, 2012	* DPC 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		
March 15, 2012	Provost invites eligible faculty to serve on the ACA Committee			* Provost invites eligible faculty to serve on the ACA Committee
March 16, 2012	* UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member			UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member
March 21, 2012			* Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit
March 23, 2012	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC			* VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 23, 2012	* Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
March 28, 2012			* Dean submits written PAI recommendations to VPAA, with copy to faculty member	
March 30, 2012	* UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA			UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA
April 2, 2012				* VPAA notifies faculty of 1st and 2nd, year retention decisions
April 2, 2012	* 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		
April 2, 2012				* PAI recommendations submitted to UPC by VPAA
April 2, 2012		* Tentative summer 2012 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative summer 2012 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 2, 2012				* 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, 2012			* Tentative summer 2012 faculty workload reports due from deans to Director of Summer School	Tentative summer 2012 faculty workload reports due from deans to Director of Summer School
April 13, 2012		* Tentative 2012-2013 workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative 2012-2013 workload reports due from chairs to deans; opportunity for faculty consultation required	
April 16, 2012	* UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member			UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member
April 16, 2012	* 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		
April 18, 2012	* UPC submits PAI recommendations to VPAA, copy to faculty			UPC submits PAI recommendations to VPAA, copy to faculty

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**Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12**

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Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 23, 2012	* Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
April 23, 2012			* Tentative 2012-2013 workload reports due from deans to VPAA	
April 23, 2012		* Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	
April 24, 2012	* Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC			
April 27, 2012	* UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA			UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA
April 30, 2012	* UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA			
May 3, 2012				* VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions

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<b>Date</b>	<b>Faculty/Faculty Committees</b>	<b>Dept. Chairs Directors &amp; Coordinators</b>	<b>Deans</b>	<b>VPAA Office/President/Other</b>
May 4, 2012				* VPAA notifies faculty in writing of PAI decisions
May 16, 2012		Summer Faculty Activity Analysis forms mailed to chairs	* Summer Faculty Activity Analysis forms sent to deans for distribution to chairs	* Planning & Institutional Studies sends deans Summer Faculty Activity Analysis forms for distribution to chairs
May 25, 2012	* Summer Faculty Activity Analysis forms due to chairs	Summer Faculty Activity Analysis forms due from faculty		
June 4, 2012		* 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 13, 2012			* 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 22, 2012		* Chairs submit Summer Faculty Activity Analysis forms to deans	Chairs submit Summer Faculty Activity Analysis forms	
June 25, 2012		* Final Summer 2012 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		
June 29, 2012			* Deans return Summer Faculty Activity Analysis forms to Planning & Institutional Studies	
July 6, 2012			* Final Summer 2012 faculty workload reports due	

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Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable 2011-12

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Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
July 11, 2012			* 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)	
August 9, 2012			* Deadline for Deans to enter any final contract revisions into online workload system (only minor revisions to Summer 8-WK and overload assignments may be entered)	