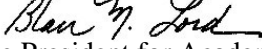




EASTERN  
ILLINOIS  
UNIVERSITY

OFFICE OF THE PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

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Provost and Vice President for Academic Affairs

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To: Teaching and Resource Professionals of UPI Bargaining Unit A

Date: September 14, 2012

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 *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 AY2012-2013 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 AY2012-2013 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 provided 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 AY2013-2014

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 October 31. Applications for a sabbatical assignment are also due by October 31. 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 AY2012-2013 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 AY2013-2014, with final notification to the faculty member by no later than April 1, 2013. 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 AY2013-2014, 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 2009, 2010, 2011 or 2012 are not eligible to apply in AY2012-2013.

#### 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 AY2012-2013. 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 2012-2013**

\* Action Required

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
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)	
August 17, 2012	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 4, 2012		* Spring 2013 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required	* Spring 2013 class schedule due to deans. Prior consultation on overloads required. Due to VPAA 9/5	
September 4, 2012	* Spring 2013 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2013 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2013 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
September 11, 2012		* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty	* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty	* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
September 14, 2012				* VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)
September 14, 2012	* Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee			
September 21, 2012	* Fall Faculty Activity Analysis forms due to chairs	Fall Faculty Activity Analysis forms due from Faculty		
September 28, 2012		* Fall Faculty Activity Analysis forms due from chairs to deans	Fall Faculty Activity Analysis forms due from chairs to deans	
October 5, 2012			* Deans return fall Faculty Activity Analysis forms to Planning & Institutional Research	
October 12, 2012		* Faculty workload reports due to deans (final fall 2012 with tentative spring 2013). Opportunity for faculty consultation required	Faculty workload reports due to deans (final fall 2012 with tentative spring 2013)	
October 12, 2012				* VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals
October 15, 2012	* Faculty who desire not to teach in 2013 summer session notify chair in writing			

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
October 15, 2012	* Last day for eligible faculty to apply for pre-retirement summer assignments			
October 15, 2012	* Chair of ACA Selection Committee forwards list of recipients to President			
October 22, 2012	* 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 25, 2012			* Final fall/tentative spring faculty workloads and overload reports due to VPAA	Final fall/tentative spring faculty workloads and overload reports due to VPAA
October 31, 2012				* President notifies ACA Selection Committee of any concerns or disagreement with selections
October 31, 2012	* Deadline for tenured faculty submitting retraining leave/ sabbatical assignment applications for 2013-2014 to chair (copies to dean and VPAA)	Deadline for submitting retraining leave/sabbatical assignment applications for 2013-2014 to chair (copies to dean and VPAA)		
October 31, 2012	* Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2013-2014 encouraged; must be submitted 3 months prior to start of leave	Applications for LWOS for tenured/tenure-track faculty and ASPs for 2013-2014 encouraged; must be submitted 3 months prior to start of leave		

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
October 31, 2012	* Tenured/tenure-track faculty may submit proposed assignment for 2013-2014 class schedule in writing to chair	Tenured/tenure-track faculty may submit proposed assignment for 2013-2014 class schedule in writing to chair		
November 9, 2012		* Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2013-14	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2013-14	
November 14, 2012	* 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
November 15, 2012				* VPAA notifies faculty of summer pre-retirement assignment decision
November 15, 2012	* Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair			
November 15, 2012		* 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	

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
November 19, 2012			* Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2013-2014 to VPAA	
November 30, 2012				* President notifies ACA recipients
December 4, 2012				* VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves
January 18, 2013	* 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 18, 2013	* 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 25, 2013		* Fall 2013 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required	* Fall 2013 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required. Due to VPAA 1/28/13	* Fall 2013 class schedules due to deans and completed in Banner/Astra for Tier 1 scheduling

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
January 28, 2013	* Fall 2013 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2013 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2013 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
January 31, 2013	* DPC submits retention, promotion, and tenure recommendations to chair			
February 1, 2013	* Faculty notifies VPAA of acceptance/rejection of sabbatical assignments			Faculty notifies VPAA of acceptance/rejection of sabbatical assignments
February 5, 2013		* 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 Research sends spring Faculty Activity Analysis forms to deans for distribution to chairs
February 11, 2013	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 11, 2013	* Eligible faculty submit PAI materials to chair for submission to DPC			
February 13, 2013		* 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)	

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
February 14, 2013		* Final 2012-2013 faculty workloads and overload reports due from chair to dean, including final spring semester 2013 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	Final 2012-2013 faculty workloads and overload reports due from chair to dean, including final spring semester 2013 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	
February 14, 2013	* Spring Faculty Activity Analysis forms due to chairs	Spring Faculty Activity Analysis forms due from Faculty		
February 19, 2013	* Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair			
February 19, 2013	* DPC submits PAI recommendations to chair	DPC submits PAI recommendations to chair		
February 22, 2013	* 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 22, 2013		* Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.		
February 22, 2013		* Chairs return spring Faculty Activity Analysis forms to deans	Chairs return spring Faculty Activity Analysis forms to deans	

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
February 25, 2013			* Final 2012-2013 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2013 workloads based on official enrollment reports for spring semester	Final 2012-2013 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2013 workloads based on official enrollment reports for spring semester
February 26, 2013		* Chair provides PAI recommendations of DPC and Chair to faculty		
February 26, 2013			* 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 1, 2013			* Deans return spring Faculty Activity Analysis forms to Planning and Institutional Research	
March 4, 2013				* VPAA submits 1st (where necessary), 2nd, and tenure/tenure-year promotion recommendations to UPC
March 5, 2013	* Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair			
March 7, 2013		* Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
March 8, 2013		* Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI		
March 8, 2013	* 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, 2013	Provost invites eligible faculty to serve on the ACA Committee			* Provost invites eligible faculty to serve on the ACA Committee
March 18, 2013	* 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, 2013			* 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 25, 2013	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

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
March 25, 2013	* 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, 2013			* Dean submits written PAI recommendations to VPAA, with copy to faculty member	
March 28, 2013	* 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 1, 2013				* VPAA notifies faculty of 1st and 2nd, year retention decisions
April 2, 2013	* 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, 2013				* PAI recommendations submitted to UPC by VPAA

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
April 2, 2013		* Tentative summer 2013 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative summer 2013 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	
April 8, 2013				* VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule
April 11, 2013	* 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 12, 2013			* Tentative summer 2013 faculty workload reports due from deans to Director of Summer School	Tentative summer 2013 faculty workload reports due from deans to Director of Summer School
April 15, 2013		* Tentative 2013-2014 workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative 2013-2014 workload reports due from chairs to deans; opportunity for faculty consultation required	
April 15, 2013	* 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, 2013	* UPC submits PAI recommendations to VPAA, copy to faculty			UPC submits PAI recommendations to VPAA, copy to faculty

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
April 18, 2013	* 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 22, 2013	* 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 23, 2013			* Tentative 2013-2014 workload reports due from deans to VPAA	
April 25, 2013	* Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC			
April 26, 2013				* VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions
April 29, 2013	* UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA			

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
May 6, 2013				* VPAA notifies faculty in writing of PAI decisions
May 15, 2013		Summer Faculty Activity Analysis forms mailed to chairs	* Summer Faculty Activity Analysis forms sent to deans for distribution to chairs	* Planning and Institutional Research sends deans Summer Faculty Activity Analysis forms for distribution to chairs
May 24, 2013	* Summer Faculty Activity Analysis forms due to chairs	Summer Faculty Activity Analysis forms due from faculty		
June 4, 2013		* 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, 2013			* Deadline for Deans to enter Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)	
June 21, 2013		* Chairs submit Summer Faculty Activity Analysis forms to deans	Chairs submit Summer Faculty Activity Analysis forms	
June 24, 2013		* Final Summer 2013 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		
June 28, 2013			* Deans return Summer Faculty Activity Analysis forms to Planning and Institutional Research	
July 2, 2013			* Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments	

Date	Faculty/ Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/ President/Other
July 5, 2013			* Final Summer 2013 faculty workload reports due to SCE	
August 5, 2013			* 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)	