

## Quick Glance - Personnel Action Timetable for Academic Year 2025-2026

Also consult the full University Personnel Action Timetable at [www.csu.edu/apca](http://www.csu.edu/apca). The dates state when materials MUST BE SUBMITTED to the next review level (not later than 5:00 P.M.). **Grey-shaded** dates are *contract-designated* reporting dates. For *Contract* dates occurring on a weekend or holiday, the materials are due on the date indicated in brackets.

Unit A – Faculty							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Promotion	9/5/25	9/22/25	10/10/25	10/24/25	11/18/25	12/5/25	1/13/26
PAI	9/5/25	9/22/25	10/10/25	10/24/25	11/18/25	12/5/25	1/13/26
1 <sup>st</sup> Year		1/20/26	1/30/26	2/10/26	2/20/26	3/6/26	4/1/26
*2 <sup>nd</sup> , 3 <sup>rd</sup> Yr.		9/11/25	9/30/25	10/14/25	11/7/25	12/1/25	12/15/25
4 <sup>th</sup> , 5 <sup>th</sup> Yr.		1/27/26	2/13/26	3/3/26	3/26/26	4/10/26	5/5/26
Clinical 6+ and Clinical Multi-Year		1/13/26	2/3/26	2/18/26	3/20/26		Provost notifies by 4/22/26
Tenure	Exceptionality 11/26/25	1/13/26	2/3/26	2/18/26	3/26/26	4/6/26	4/24/26 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/17/25			11/4/25	11/21/25		12/12/25
Final Four	9/9/25						
Summer Teaching	9/9/25			Courses by 9/22/25	10/6/25	Committee Approves 10/30/25	Provost Approves Rotation by 12/8/25
Faculty Excellence Award		3/17/26					5/2/26
Tenured Faculty Annual Evaluation		1/23/26		2/6/26	3/6/26		4/15/26 [MAC notifications by 5/1/26]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/26 [2/13/26]			Chair notifies: 3/15/26 [3/6/26] Placed on roster: 4/1/26	4/15/26		6/30/26
Annual Evaluation		2/6/26		3/21/26 [3/20/25]	4/15/26		President notifies: 6/30/26
Final Four, Sick Leave Buyout [Full-time]	9/9/25						
Summer Teaching [Full-time]	9/9/25						Committee Approves 11/13/25
Admin. Ed. Leave (Multi Yr. Lecturers)	10/17/25			11/4/25	11/21/25		12/12/25
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation	5/1/26			5/6/26	5/1/26		6/15/26
Work Plans	2/10/26	2/10/26		4/3/26	To Provost 5/8/26		Provost Approves 6/1/26

\*All 2<sup>nd</sup> Year tenure-track faculty apply by Year 2 date including those w/advanced standing - evaluated at higher probationary standard. (08/11/14)