

Quick Glance - Personnel Action Timetable for Academic Year 2023-2024

Also consult the full University Personnel Action Timetable at 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	9/6/23	9/22/23	10/11/23	10/26/23	11/17/23	12/4/23	1/12/24
PAI	9/6/23	9/22/23	10/11/23	10/26/23	11/17/23	12/4/23	1/12/24
1 st Year		1/19/24	1/29/24	2/9/24	2/21/24	3/11/24	4/1/24
*2 nd , 3 rd Yr.		9/11/23	9/29/23	10/13/23	11/8/23	11/27/23	12/15/23
4 th , 5 th Yr.		1/26/24	2/15/24	3/1/24	3/25/24	4/12/24	5/3/24
Clinical 6+ and Clinical Multi-Year		1/12/24	2/2/24	2/16/24	3/22/24		Provost notifies by 4/22/24
Tenure	Exceptionality 11/29/23	1/12/24	2/2/24	2/16/24	3/25/24	4/5/24	4/25/24 BOT @ May Mtg. Notify prior
Sabbatical & Paid Leaves	10/18/23			11/3/23	11/22/23		12/15/23
Final Four	9/8/23						
Summer Teaching	9/8/23			Courses by 9/20/23	10/5/23	Committee Approves 10/30/23	Provost Approves Rotation by 12/8/23
Faculty Excellence Award		3/15/24					5/2/24
Tenured Faculty Annual Evaluation		1/24/24		2/7/24	3/11/24		4/15/24 [MAC notifications by 5/1/24]
Unit B – Lecturers							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Retention – request re-employ	2/15/24			Chair notifies: 3/15/24 Placed on roster: 4/1/24	4/15/24		6/30/24
Annual Evaluation		2/7/24		3/21/24	4/15/24		President notifies: 6/30/24
Final Four, Sick Leave Buyout [Full-time]	9/8/23						
Summer Teaching [Full-time]	9/8/23						Committee Approves 11/13/23
Admin. Ed. Leave (Multi Yr. Lecturers)	10/18/23			11/3/23	11/22/23		12/14/23
Unit B - Academic Support Professionals & Unit C – Technical Support Employees							
Action	Apply	Submit	DPC	Chair	Dean	UPC	President
Annual Evaluation	5/1/24			5/6/24	5/24/24		6/15/24 [6/14/23]
Work Plans	2/9/24	2/9/24		4/5/24	To Provost 5/10/24		Provost Approves 6/1/24 [5/31/24]
Admin. Ed. and Retraining Leaves (Non-Civil Service)	10/18/23			11/3/23	11/22/23		12/14/23

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