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When	DEADLINE ACTION/MATERIALS	Who's responsible?
Continuous, but before Aug 1	Digital Measures/CAS FSAS information updated	Faculty
Early August	ABC HR sends proposed schedules and faculty tenure track status (Post, Mid) to Dept Heads	ABC HR/Holliday to Heads
Early August	Summary email statement w/P&T Chair name due to Exec. Associate Dean, with CC to CAS/HR Holliday on upcoming P&T cases	Dept Heads to Exec. Assoc. Dean/cc ABC HR
Fall semester/Dept. Faculty retreat	<b>ACADEMIC PROGRAM REVIEW:</b> Dept. Heads identify 3 faculty members to serve on dept. review comm.	Dept. Heads
September 1	<b>PROVOST OFFICE DEADLINE:</b> Summary email statement due to Provost on upcoming P&T cases	Dean or Exec Assoc Dean cc ABC HR
September 15	<b>DEAN'S OFFICE DEADLINE:</b> Notify Dean's Office of dept. Faculty serving on <b>ACADEMIC PROGRAM REVIEW COMM.</b>	Dept. Heads to Dean/Exec. Assoc. Dean
Fall P & T cases	Dept. P & T Comm. Review and generate progress to tenure memo(s) for tenure track faculty	Dept. P&T committee per Dept. code; route to Head, Head to ABC HR, ABC HR to Dean's Office for review
Early September	Dean, Exec. Assoc. Dean meets with Dept P&T committee Chairs	Pritchett/Committee Chairs
Sept. 8	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> Sabbatical leave request form, Head's support letter, and MOU <u>originals</u> due to ABC HR/Holliday to further liaise to Dean's Office	Heads to ABC HR/Holliday to Dean's Office
Mid-September	Provost/EVP meets with individual deans to review upcoming P&T cases	Provost to Dean
Sept 19	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> Dept. Heads confirm post-tenure and mid-point review schedules from ABC HR/Holliday via email	Heads via email to ABC HR/Holliday
*October 1	<b>PROVOST OFFICE DEADLINE:</b> Sabbatical Leave Requests due to Provost	ABC HR/Holliday submits on behalf of CAS
October 1	<b>PROVOST OFFICE DEADLINE:</b> Deans submit their post-tenure reviews and comprehensive mid-point review schedules to the Provost / EVP	Exec. Associate Dean submits on behalf of the Dean and cc's ABC HR/Holliday
October	<b>ACADEMIC PROGRAM REVIEW:</b> IRPE Laura Jensen meets with Dept. Review Comm. To discuss process.	IRPE schedules with individual departments
Oct 1.-31	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> State Classified Employees – Mid Cycle Performance Reviews. Copy/Scan Overall Evaluation Form to ABC HR Joanna Holliday, keep original for year end.	Supervisors of State Classified Employee to ABC HR/Holliday.
*By mid-Oct	<b>ACADEMIC PROGRAM REVIEW:</b> Dept. Heads solicit external dept. Faculty members (internal to CSU) to serve on Peer Review Comm.	Dept. Heads and dept. Review comm. Faculty reps.
*By mid-Oct	ABC HR/Holliday solicits faculty for last year's sabbatical reports	ABC HR/Holliday contacts faculty member for report submittal for Head to add support memo; then dept. liaises hard-copy to ABC HR to liaise to Dean's Office
*November 1	<b>PROVOST OFFICE DEADLINE:</b> Sabbatical Leave Reports for AY and SP Semester Due to Provost/EVP	ABC HR/Holliday submits hard-copies on behalf of CAS
November 1	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> Promotion & Tenure Dossiers & Summary pages (word copy) due to Joanna Holliday, ABC HR. (1 master of originals, two (2) duplicate paper copies, and 1 PDF with TABS <u>dropped in shared drive</u> )	Dept Heads/P&T Committee Chairs to ABC HR
November 1	<b>DEAN'S OFFICE DEADLINE:</b> Dept. Chair nominate three outside dept. Faculty members (but internal to CUS) to serve on a Peer Review Comm. For the <b>ACADEMIC PROGRAM REVIEW.</b>	Dept. Heads to Dean/Exec. Associate Dean
November 8	<b>PROVOST RECOMMENDED DEADLINE:</b> Non-Tenure Track external evaluator reference letters solicitation	Dept. Heads to External Reviews
November – January	<b>ACADEMIC PROGRAM REVIEW:</b> Self-study is completed and submitted.	Dept. Head and Dept. Review Comm.
November – TBD	CAS P&T Dossier Review Meeting	Dean, Exec Assoc Dean, Heads – Contact Kirsten Slaughter-Rice
Mid Nov	ABC HR solicits Heads for reappointment confirmation of 2 <sup>nd</sup> year faculty for Year 3/Coordinates with Dean for memo signatures	ABC HR/Holliday to Dept Heads
Mid Nov to Mid Dec	P & T Dossiers and summary pages updated as needed	Heads to Dean's Office to ABC HR/Holliday

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<b>December 1</b>	<b>PROVOST OFFICE DEADLINE:</b> Recommendations for Reappointments of 2 <sup>nd</sup> year faculty for Year 3 Due to Provost	ABC HR/Holliday copy of memos to Provost
December - early Jan	Preliminary annual evaluation meetings between Dept Head and Faculty Member	Head to Faculty member
<b>December 14</b>	<b>PROVOST OFFICE DEADLINE:</b> P & T Dossiers due to Provost (hard copy and pdf uploaded)	ABC HR/Holliday on behalf of Dean
<b>December 20</b>	<b>PROVOST RECOMMENDED DEADLINE:</b> Non-Tenure Track external evaluator reference due to Dept. Head	External Reviews to Dept. Heads
<b>Jan/Feb/Mar/April</b>	Faculty and Admin Pro (and State Classified as requested) complete online COI disclosures/Head routes conflicts to College Reviewer Leach. New COI Management Plan needs are identified.	Faculty, AP to Head to Reviewer as needed. Dept. Heads sign off on certification memos. Management Plans coordinate through Dean's Office/Jan Leach and ABC HR.
<b>Spring as applicable</b>	Dept. P & T Committee generates mid-point evaluation for tenure track faculty; copy to faculty and Head. Head further routes to ABC HR to liaise with Dean's Office.  Dept. Non-Tenure Track Faculty Committee review promotion dossiers and complete recommendation to Head. Head further routes to ABC HR to liaise with Dean's Office.	Dept. Memo copy to individual faculty member and Head. Head further routes to ABC HR to liaise with Dean's Office; orig. returns to ABC HR, copy routes to Provost.
<b>1<sup>st</sup> week of January</b>	<b>DEAN'S OFFICE DEADLINE:</b> Draft of <b>ACADEMIC PROGRAM REVIEW</b> Self-Study due to Dean's Office	Dept. Head and Dept. Review. Comm to Dean/Exec. Associate Dean
By Jan 15	<b>ACADMEMIC PROGRAM REVIEW:</b> Self-Study is submitted by Dept. To Peer Review Comm.	Dept. Comm. To Peer Review Comm.
<b>Jan 15</b>	<b>DEAN'S OFFICE DEADLINE:</b> Request for Dean's Letters of Support for University Awards	Nominations and Requests to Dean's Office/Kirsten Slaughter-Rice
<b>Feb 1</b>	<b>PROVOST OFFICE DEADLINE:</b> Slot Incumbent NTTF into new framework – Dept. submit individual cases/changes via emailed spreadsheet for incumbent employees to ABC HR Joanna Holliday cc: Pritchett and Slaughter Rice	
<b>Early Feb</b>	ABC HR/Holliday solicits via email confirmation of reappointment for 1 <sup>st</sup> year faculty for year 2	ABC HR to Heads
<b>By mid February</b>	Dean meets with Dept Head on preliminary annual evaluation results, <b>no</b> signatures at this time on forms	Dept Head/Dean's Office
<b>After mid-Feb.</b> meeting with Dean but before CAS internal March 15 deadline	2 <sup>nd</sup> meeting between Dept Head and faculty member to finalize evaluation and sign	Dept Head and individual faculty member
<b>Feb - March</b>	<b>ACADEMIC PROGRAM REVIEW:</b> Peer Review Comm. Provides feedback on the self-study and the Dept. Review Comm. responds as necessary	Peer Review Comm. to Dept. Review Comm.
<b>Feb/Mar</b>	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> obtains Dean's Signature on evaluation materials, digitizes and files originals, copies route to Provost	
<b>February 28</b>	<b>DEAN'S OFFICE DEADLINE:</b> Non-Tenure Track Faculty Promotion Dossiers due to ABC HR/Holliday	Dept. Head routes hard copies to ABC HR to further liaise w/Dean's Office
<b>MARCH 1</b>	<b>DEAN'S OFFICE DEADLINE:</b> Nominations for Shepardson Awards and CAS Awards	Nominations to Dean's Office/Kirsten Slaughter-Rice
<b>March 11</b>	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> solicits individual faculty for Fall sabbatical report to Head; Head support memo to ABC HR to liaise to Dean's Office	Dept. Head routes hard copies to ABC HR to further liaise w/Dean's Office.
<b>March 13</b>	<b>PROVOST OFFICE DEADLINE:</b> Non-Tenure Track Faculty Promotion Dossiers due to Provost	ABC HR to Provost
<b>March 15</b>	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> Once forms are signed by Dept Head and faculty members, evaluation materials go to ABC HR/Holliday/Lynch. (i.e., faculty annual, mid-point review, and post-tenure (comprehensive) reviews due).	Head to ABC HR to Dean
<b>March 31</b>	<b>PROVOST OFFICE DEADLINE:</b> Sabbatical Reports for Fall semester sabbaticals taken due to Provost/EVP	ABC HR to Provost
<b>Month of April</b>	<b>ACADEMIC PROGRAM VIEW:</b> Dept. Review Comm. And Peer Review Comm. Meet to discuss the self-study	Dept. Review Comm. And Peer Review Comm.
<b>April 1</b>	<b>PROVOST OFFICE DEADLINE:</b> Faculty Annual, Post Tenure/Comprehensive Reviews due to Provost	ABC HR to Provost

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April 1	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> Dept Code Changes for NTTF due to Dean's Office/James Pritchett	
April 1-30	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> State Classified Employees – Final Performance Reviews. Submit Final, original Evaluation Form to ABC HR Joanna Holliday, start form for upcoming cycle.	Supervisors of State Classified Employee to ABC HR/Holliday.
April 10	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> Equity and Special Increase Form Requests are due via Fiscal Managers for the upcoming Salary Raise Exercise or SALX	Heads/Supervisors to ABC Fiscal Manager to ABC HR
Mid-April	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> solicits Heads for reappointment confirmation on 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year faculty; coordinates signatures with Dean	ABC HR to Head via email
Month of May	<b>ACADEMIC PROGRAM REVIEW:</b> The Dept. Chair and/or Dept. Review Comm. Finalize an executive summary that will be made available to the campus community, CSU BOG and HE Commission. <b>Prior to final submission, copy due to Dean's Office.</b>	Dept. Head and Dept. Review Comm. To Dean's Office, then CSU.
May 1	<b>PROVOST OFFICE DEADLINE:</b> Reappointment Memos for 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> year faculty due	ABC HR to Provost
May 1	<b>PROVOST OFFICE DEADLINE:</b> Faculty Mid-Point Evaluations (Form with P & T memo, head memo and dean memo) due to Provost	ABC HR to Provost
May 1	<b>DEAN'S OFFICE DEADLINE/ABC HR:</b> COI Management Plans – New/Renewal due to Dean's Office College Reviewer (Jan Leach) and Dean Menon	Dept. Head to Dean's Office. Once completed routes to ABC HR for copy prior to further routing to Provost.
May 15	<b>PROVOST OFFICE DEADLINE:</b> Faculty & AP COI Dept. Memos/Management Plans due to Provost/Brad Woods in RICRO	Dept. routes master memo to Provost/copies to ABC HR. ABC HR routes mgmt. plans to Provost