

2015-16 ACADEMIC YEAR CALENDAR OF PERSONNEL PROCEDURES

(approved 5/15/2015)

The following are deadline dates.

Note: All recommending agencies are reminded that Article 11.4 of the Faculty Collective Bargaining Agreement requires that any material to be placed in a Personnel Action File must be provided to the affected faculty member at least five days prior to such placement.

Article 15.5 of the Faculty Collective Bargaining Agreement is also relevant and is quoted in its entirety as follows:

At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This section shall not require that evaluation timelines be extended.

In addition, Section 635.2.2 of the CSUN *Administrative Manual* states (in part) that “A copy of the written evaluation and recommendation shall be placed in the faculty member’s campus mailbox and otherwise made available upon request ten (10) calendar days before it is placed in the Personnel Action File and is sent to each of the other recommending agencies.”

The approved calendar sets forth dates by which actions must be taken by Personnel Committees, Department Chairs, and Deans, often with a specified deadline date "or earlier." Please note that Departments and Colleges may establish earlier deadlines for the dates when they begin deliberations on retention, tenure, and promotion, for the dates that recommendations must be made available to the candidates, or for other personnel matters.

For reappointment for the 2016-17 academic year, if all recommendations for a faculty member in the third year or the fifth year of probation are positive, then reappointment is determined at the time the College-level recommendations are placed in the Personnel Action File.

1. **August 24 (Mon) or earlier** - The Provost and Vice President for Academic Affairs shall announce promotions effective at the beginning of the 2015-16 academic year.
2. **September 2 (Wed)** - First meeting of the Personnel Planning and Review Committee.
3. **September 4 (Fri) or earlier** - Department Chairs shall provide a copy of Department Personnel Policies and Procedures to all Department faculty.
4. **September 11 (Fri) or earlier** - Election of College Personnel Committees for the 2015-16 academic year with selection of chairs as soon as possible thereafter.
5. **September 25 (Fri) or earlier** - Election of Department Personnel Committees for the 2015-16 academic year.
6. **September 25 (Fri)** - Last day for submission of applications for sabbatical leave for the 2016-17 academic year to the Department Chair or Program Director.

7. **October 1 (Thurs) or earlier** - Faculty on leave without pay for Fall Semester 2015 only shall notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2016.
8. **October 9 (Fri) or earlier** - Departments forward all sabbatical leave applications, accompanied by written evaluations, to applicants. Copies of the applications and written evaluations are not forwarded to the College Personnel Committee until seven calendar days after the original letters are forwarded.
9. **October 16 (Fri) or earlier** - Departments forward all sabbatical leave applications accompanied by written evaluations to College Personnel Committees.
10. **October 23 (Fri) or earlier** - Department Chairs and Department Personnel Committees shall make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.
11. **November 2 (Mon) or earlier** - Department Chairs shall forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on retention of second-year probationary faculty members. The Dean shall transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
12. **November 12 (Thurs) or earlier** - Each Department shall submit to the College Personnel Committee for approval any revisions to its personnel procedures for the following academic year.
13. **November 12 (Thurs) or earlier** - College Personnel Committees shall forward recommendations on sabbatical leave applications accompanied by written evaluations, to applicants. Copies of the applications and written evaluations are not forwarded to the Dean until seven calendar days after the original letters are forwarded.
14. **November 19 (Thurs) or earlier** - College Personnel Committees shall forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.
15. **November 25 (Wed) or earlier** - College Deans shall forward recommendations on sabbatical leave applications to the President.
16. **November 30 (Mon) or earlier** - The Dean and College Personnel Committee shall make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.
17. **December 10 (Thurs) or earlier** - College Deans shall forward to the Provost and Vice President for Academic Affairs all recommendations on the retention of second-year probationary faculty members.
18. **December 14 (Mon) or earlier** - Each College Personnel Committee shall submit, with its Chair's and its Dean's signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.

19. **December 21 (Mon) or earlier** - Second-year probationary faculty members not recommended for retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.
20. **January 4 (Mon) or earlier** - Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.
21. **January 7 (Thurs) or earlier** - The President shall notify each sabbatical leave applicant of the decision on the proposal.
22. **January 14 (Thurs) or earlier** - Department Personnel Committees begin deliberations on retention, tenure, and promotion on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2016.
23. **January 22 (Fri) or earlier** - The Chair of the Personnel Planning and Review Committee shall make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.
24. **January 22 (Fri) or earlier** - Department Chairs and Department Personnel Committees shall make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2016. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.
25. **February 1 (Mon) or earlier** - Department Chairs shall forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2016. The Dean shall transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
26. **February 3 (Wed) or earlier** - The Provost and Vice President for Academic Affairs shall meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.
27. **February 15 (Mon) or earlier** - The Provost and Vice President for Academic Affairs shall notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2015-16 academic year.
28. **February 26 (Fri) or earlier** - The Dean and College Personnel Committee shall make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2016. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

29. **March 7 (Mon) or earlier** - The Chair of the College Personnel Committee shall transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College shall forward to the Provost and Vice President for Academic Affairs all recommendations on promotion and on those probationary faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2016.
30. **March 17 (Thurs) or earlier** - Faculty members not recommended for promotion, tenure, or retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.
31. **March 18 (Fri) or earlier** - Department Chairs, Department Personnel Committee Chairs, College Committee Chairs, or Deans notify Faculty Affairs of emeritus faculty nominations.
32. **March 21 (Mon) or earlier** - Faculty members who have filed an appeal must submit to the Office of Faculty Affairs all material supporting their appeal to the Personnel Planning and Review Committee.

Note: Spring Break March 21-27

33. **April 1 (Fri) or earlier** - Faculty on leave without pay for the Spring Semester 2016 or the 2015-16 academic year shall notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2016.
34. **April 25 (Mon) or earlier** - The Chair of the Personnel Planning and Review Committee shall make available to appellants the Committee's recommendation on promotion, retention, and tenure appeals.
35. **May 11 (Wed) or earlier** - The Provost and Vice President for Academic Affairs shall meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases.
36. **June 1 (Wed) or earlier** - The Provost and Vice President for Academic Affairs shall formally notify those faculty to be promoted effective for the 2016-17 academic year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year or a first year of tenure or a terminal notice year.
37. **June 3 (Fri) or earlier** - Faculty on leave without pay for 2015-16 and who wish to apply for leave without pay for 2016-17 shall submit their requests to the Provost and Vice President for Academic Affairs.