

Personnel Actions Calendar 2023-2024 Summary — Professional Staff										
BOT Cycle	Personnel Category	Solicitation	File Close Date	Immediate Supervisor	Subsequent Evaluator	Dean/Director	Cabinet/Provost/Vice President	President	BOT Meeting Date	
December 2023	Staff: Yr 3, 4, 5	Thurs Aug. 31	Fri Sep. 22	Tues Oct. 3	Tues Oct. 10	Tues Oct. 24	Tues Oct. 31	Weds Nov. 15	Weds Dec. 6	
February 2024	Staff: Yr 1, 2, PT	Fri Oct. 20	Tues Nov. 21	Tues Dec. 5	Tues Jan. 2	Tues Jan. 16	Tues Jan. 30 (as needed)	Tues Feb. 6	Weds Feb. 21	
	Staff: XIII-D	Fri Oct. 20	Tues Nov. 21	Tues Dec. 5	Tues Jan. 2	Tues Jan. 16				
	Staff: MidYr Appointed after Oct. 1, 2023 but before Jan. 1, 2024	Tues Jan. 2*	Fri Jan. 5	Tues Jan. 9	Tues Jan. 16	Tues Jan. 23	Tues Jan. 30 (as needed)	Tues Feb. 6	Weds Feb. 21	
*Employees hired earlier than January 1, 2024 will be notified as soon as hire.										
May 2024	Staff: MultiYr	Fri Feb. 23	Tues Mar. 12	Tues Mar. 19	Tues Mar. 26	Tues Apr. 2	Tues Apr. 9	Thurs Apr. 18	Weds May. 1	

REBUTTAL DUE DATES - Professional Staff. Letters due by 2:00 pm to be loaded by 5:00 pm.				
Personnel Category	Immediate Supervisor	Subsequent Evaluator	Dean/Director	Cabinet/Provost/Vice President
Staff: Yr 3, 4, 5	Fri. Oct. 6	Fri. Oct. 13	Fri. Oct. 27	Fri. Nov. 3
Staff: Yr 1, 2, PT	Fri. Dec. 8	Fri. Jan. 5	Fri. Jan. 19	Fri. Feb. 2 (as needed)
Staff: XIII-D	Fri. Dec. 8	Fri. Jan. 5	Fri. Jan. 19	
Staff: MidYr Appointed after Oct. 1, 2022 but before Jan. 1, 2023	Fri. Jan. 12	Fri. Jan. 19	Fri. Jan. 26	Fri. Feb. 2 (as needed)
Staff: MultiYr	Fri. Mar. 22	Fri. Mar. 29	Fri. Apr. 5	Fri. Apr. 12