

Personnel Actions Calendar 2019-2020 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	2019	Staff: Yr 3, 4, 5	Wed Sep. 4	Fri Sep. 27	Tues Oct. 8	Tues Oct. 15	Mon Oct. 28	Tues. Nov 12	Tues Nov. 19	Wed Dec. 4
February	2020	Staff: Yr 1, 2, PT	Thurs Oct. 24	Tues Nov. 26	Tues Dec. 10	Tues Jan. 7	Tues Jan. 21	Tues Feb. 4 (as needed)	Fri Feb. 14	Wed Feb. 26
		Staff: XIII-D	Thurs Oct. 24	Tues Nov. 26	Tues Dec. 10	Tues Jan. 7	Tues Jan. 21			
		Staff: MidYr Appointed after Oct. 1, 2019 but before Jan. 1, 2020	Thurs Jan. 2	Thurs Jan. 9	Tues Jan. 14	Tues Jan. 21	Tues Jan. 28	Tues Feb. 4 (as needed)	Fri Feb. 14	Wed Feb. 26
May	2020	Staff: MultiYr	Thurs Feb. 27	Thurs Mar. 19	Tues Mar. 24	Tues Mar. 31	Mon Apr. 6	Tues Apr. 14	Wed Apr. 22	Wed May 6

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. 11	Fri. Oct. 18	Thurs Oct 31	Fri. Nov 15
Staff: Yr 1, 2, PT	Fri. Dec. 13	Fri. Jan. 10	Fri. Jan. 24	Fri. Feb. 7 (as needed)
Staff: XIII-D	Fri. Dec. 13	Fri. Jan. 10	Fri. Jan. 24	
Staff: MidYr Appointed after Oct. 1, 2018 but before Jan. 1, 2019	Fri. Jan 17	Fri. Jan. 24	Fri. Jan. 31	Fri. Feb. 7 (as needed)
Staff: MultiYr	Fri. Mar. 27	Fri. Apr. 3	Thurs Apr. 9	Fri. Apr. 17