

Personnel Actions Calendar 2018-2019 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	2018	Staff: Yr 3, 4, 5	Wed Sep. 5	Fri Sep. 28	Tues Oct. 9	Tues Oct. 16	Mon Oct. 29	Tues. Nov 13	Tues Nov. 27	Wed Dec. 5
February	2019	Staff: Yr 1, 2, PT	Thurs Oct. 25	Tues Nov. 27	Tues Dec. 11	Tues Jan. 8	Tues Jan. 22	Tues Feb. 5 (as needed)	Fri Feb. 15	Wed Feb. 20
		Staff: XIII-D	Thurs Oct. 25	Tues Nov. 27	Tues Dec. 11	Tues Jan. 8	Tues Jan. 22			
		Staff: MidYr Appointed after Oct. 1, 2018 but before Jan. 1, 2019	Thurs Jan. 3	Mon Jan. 7	Tues Jan. 15	Tues Jan. 22	Tues Jan. 29	Tues Feb. 5 (as needed)	Fri Feb. 15	Wed Feb. 20
May	2019	Staff: MultiYr	Feb. 28	Thurs Mar. 21	Tues Mar. 26	Tues Apr. 2	Tues Apr. 9	Tues Apr. 16	Wed Apr. 24	Wed 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. 12	Fri. Oct. 19	Fri. Nov. 2	Fri. Nov 16
Staff: Yr 1, 2, PT	Fri. Dec. 14	Fri. Jan. 11	Fri. Jan. 25	Fri. Feb. 8 (as needed)
Staff: XIII-D	Fri. Dec. 14	Fri. Jan. 11	Fri. Jan. 25	
Staff: MidYr Appointed after Oct. 1, 2018 but before Jan. 1, 2019	Fri. Jan 18	Fri. Jan. 25	Fri. Feb. 1	Fri. Feb. 8 (as needed)
Staff: MultiYr	Fri. Mar. 29	Fri. Apr. 5	Fri. Apr. 12	Fri. Apr. 19