

PERFORMANCE REVIEW CALENDARS FOR PROFESSIONAL EMPLOYEES REQUIRING NOTICE OF RENEWAL DURING PERIOD JANUARY 1 - DECEMBER 31, 2018

Step	Action	File Location	Cycle 1 (Notice Due 1/1-3/30)	Cycle 2 (Notice Due 3/31-6/30)	Cycle 3 (Notice Due 7/1-9/30)	Cycle 4 (Notice Due 10/1-12/31)
1	Employee submits file (see note below on Secondary Reviewers)	Immediate Supervisor	10/2/17 (Monday) 9 am	1/2/18 (Tuesday) 9 am	4/2/18 (Monday) 9 am	7/2/18 (Monday) 9 am
2	Review by Immediate Supervisor  Employee may respond to Immediate Supervisor's recommendation	Immediate Supervisor Immediate Supervisor	start: 10/2 (Monday) 9 am end: 10/9 (Monday) 4 pm start: 10/10 (Tuesday) 9 am end: 10/13(Friday) 4 pm	start: 1/2 (Tuesday) 9 am end: 1/08 (Monday) 4 pm start: 1/9 (Tuesday) 9 am end: 1/12 (Friday) 4 pm	start: 4/2 (Monday) 9 am end: 4/9 (Monday) 4 pm start: 4/10 (Tuesday) 9 am end: 4/13 (Friday) 4 pm	start: 7/2 (Monday) 9 am end: 7/9 (Monday) 4 pm start: 7/10 (Tuesday) 9 am end: 7/13(Friday) 4 pm
3	Review by Dean, if any  Employee may respond to Dean's recommendation, if any	Dean  Dean	start: 10/16 (Monday) 9 am end: 11/03 (Friday) 4 pm  start: 11/06 (Monday) 9 am end: 11/9 (Thursday) 4 pm	start: 1/15 (Monday) 9 am end: 2/2 (Friday) 4 pm  start: 2/5 (Monday) 9 am end: 2/8 (Thursday) 4 pm	start: 4/16 (Monday) 9 am end: 5/4 (Friday) 4 pm  start: 5/07 (Monday) 9 am end: 5/10 (Thursday) 4 pm	start: 7/16 (Monday) 9 am end: 8/03 (Friday) 4 pm  start: 8/6 (Monday) 9 am end: 8/9 (Thursday) 4 pm
3a	Deadline for employee to initiate optional review by Committee on Professional Evaluation  Review by Committee on Professional Evaluation, if any  Employee may respond to Committee on Professional Evaluation's recommendation if any	Human Resource Srvc's  Human Resource Srvc's  Human Resource Srvc's	11/10 (Thursday) 4 pm  start: 11/10 (Friday) 9 am end: 12/01 (Friday) 4 pm  start: 12/04 (Monday) 9 am end: 12/06 (Wednesday) 4 pm	2/8 (Thursday) 4 pm  start: 2/9 (Friday) 9 am end: 3/2 (Friday) 4 pm  start: 3/5 (Monday) 9 am end: 3/7 (Wednesday) 4 pm	5/10 (Thursday) 4 pm  start: 5/11 (Friday) 9 am end: 6/1 (Friday) 4 pm  start: 6/4 (Monday) 9 am end: 6/6 (Wednesday) 4 pm	8/9 (Thursday) 4 pm  start: 8/10 (Friday) 9 am end: 8/31 (Friday) 4 pm  start: 9/3 (Monday) 9 am end: 9/5 (Wednesday) 4 pm
4	Review by Provost/Vice President, if any (without optional review)  Employee may respond to Provost/Vice President's recommendation, if any (without optional review)	Provost/VP  Provost/VP	start: 11/10 (Friday) 9 am end: 12/4 (Monday) 4 pm  start: 12/5 (Tuesday) 9 am end: 12/8 (Friday) 4 pm	start: 2/9 (Friday) 9 am end: 3/5 (Monday) 4 pm  start: 3/6 (Tuesday) 9 am end: 3/9 (Friday) 4 pm	start: 5/11 (Friday) 9 am end: 6/4 (Monday) 4 pm  start: 6/5 (Tuesday) 9 am end: 6/8 (Friday) 4 pm	start: 8/10 (Friday) 9 am end: 9/3 (Monday) 4 pm  start: 9/4 (Tuesday) 9 am end: 9/7 (Friday) 4 pm
	Review by Provost/Vice President, if any (with optional review)  Employee may respond to Provost/Vice President's recommendation, if any (with optional review)	Provost/VP  Provost/VP	start: 12/7 (Thursday) 9 am end: 12/8 (Friday) 4 pm  start: 12/11(Monday) 9 am end: 12/13 (Wednesday) 4 pm	start: 3/8 (Thursday) 9 am end: 3/9 (Friday) 4 pm  start: 3/12 (Monday) 9 am end: 3/14 (Wednesday) 4 pm	start: 6/7 (Thursday) 9 am end: 6/8 (Friday) 4 pm  start: 6/11 (Monday) 9 am end: 6/12 (Wednesday) 4 pm	start: 9/6 (Thursday) 9 am end: 9/7 (Friday) 4 pm  start: 9/10 (Monday) 9 am end: 9/12 (Wednesday) 4 pm
5	Review by President and President's decision/notification (without optional review)	Provost/VP	start: 12/11 (Monday) 9 am end: Employee's NOR date	start: 3/12 (Monday) 9 am end: Employee's NOR date	start: 6/11 (Monday) 9 am end: Employee's NOR date	start: 9/10 (Monday) 9 am end: Employee's NOR date
	Review by President and President's decision/notification (with optional review)	Provost/VP	start: 12/14 (Thursday) 9 am end: 12/15 (Friday) 4 pm	start: 3/15 (Thursday) 9 am end: 3/16 (Friday) 4 pm	start: 6/14 (Thursday) 9 am end: 6/15 (Friday) 4 pm	start: 9/13 (Thursday) 9 am end: 9/14 (Friday) 4 pm

Notes:

1. Immediate Supervisor collects written recommendations from Secondary Reviewers, if any, as described in the *Agreement on Performance Review of Professional Employees* (Article 6, p. 16).
2. **Step 3a:** Optional review by Committee on Professional Evaluation applies only where an evaluation report is characterized as "unsatisfactory." The timetable for this review is in accordance with the provisions of the *Memorandum of Understanding* (see *Agreement*, Article 4, pp. 7-11). Requests for optional review must be filed in the Human Resource Services Office by the deadline indicated above. If the professional employee does not elect optional review, skip step 3a and subsequent shaded sections in column.
3. For purposes of determining the correct cycle for evaluation, special attention must be paid to the "Notice" requirements established in the *Policies of the Board of Trustees* (Article XI, Title D, section 5). Professional employees are urged to consult with their immediate supervisors and the Human Resource Services Office in determining applicable notice dates and corresponding evaluation cycles.

**PERFORMANCE REVIEW CALENDARS FOR PROFESSIONAL EMPLOYEES REQUIRING ANNUAL REVIEW (CYCLE 5)  
AND/OR REQUESTING APPENDIX A-28 PROMOTION/SALARY INCREASE REVIEW (CYCLE 6 or 7) DURING 2017-18 COLLEGE YEAR**

<b>Step</b>	<b>Action</b>	<b>File Location</b>	<b>Cycle 5 (Annual Review)</b>	<b>Cycle 6 (Appendix A-28 Promotion/Salary Increase)</b>	<b>Cycle 7 (Appendix A-28 Promotion/Salary Increase)</b>
1	Employee submits file (see note below on Secondary Reviewers)	Immediate Supervisor	1/08/2018 (Monday) 9 am	1/08/2018 (Monday) 9 am	7/9/2018 (Monday) 9 am
2	Review by Immediate Supervisor	Immediate Supervisor	start: 1/08 (Monday) 9 am end: 1/26 (Friday) 4 pm	start: 1/08 (Monday) 9 am end: 1/26 (Friday) 4 pm	start: 7/9 (Monday) 9 am end: 7/27 (Friday) 4 pm
	Employee may respond to Immediate Supervisor's recommendation	Immediate Supervisor	start: 1/29 (Monday) 9 am end: 2/1 (Thursday) 4 pm	start: 1/29 (Monday) 9 am end: 2/1 (Thursday) 4 pm	start 7/30 (Monday) am end 8/2 (Thursday) 4 pm
3	Review by Dean, if any	Dean	start: 2/02 (Friday) 9 am end: 2/23 (Friday) 4 pm	start: 2/02 (Friday) 9 am end: 2/23 (Friday) 4 pm	start: 8/3 (Friday) 9 am end: 8/24 (Friday) 4 pm
	Employee may respond to Dean's recommendation, if any	Dean	start: 2/26 (Monday) am end: 3/02 (Friday) 4 pm	start: 2/26 (Monday) am end: 3/02 (Friday) 4 pm	start: 8/27 (Monday) 9 am end: 8/31 (Friday) 4 pm
3a	Deadline for employee to initiate optional review by Committee on Professional Evaluation	Human Resource Serv	3/2 (Friday) 4 pm	Not applicable. Step 3a is not part of review process for Appendix A-28 promotions/salary increases.	Not applicable. Step 3a is not part of review process for Appendix A-28 promotions/salary increases.
	Review by Committee on Professional Evaluation, if any	Human Resource Serv	start: 3/5 (Monday) 9 am end: 4/6 (Friday) 4 pm		
	Employee may respond to Committee on Professional Evaluation's recommendation, if any	Human Resource Serv	start: 4/9 (Monday) 9 am end: 4/11 (Wednesday) 4 pm		
4	Review by Provost/VP, if any (without optional review)	Provost/VP	start: 3/5 (Monday) 9 am end: 3/30 (Friday) 4 pm	start: 3/5 (Monday) 9 am end: 3/30 (Friday) 4 pm	start: 8/27 (Monday) 9 am end: 9/21 (Friday) 4 pm
	Employee may respond to Provost/VP's recom., if any (without optional review)	Provost/VP	start: 4/2 (Monday) 9 am end: 4/5 (Thursday) 4 pm	start: 4/2 (Monday) 9 am end: 4/5 (Thursday) 4 pm	start: 9/24 (Monday) 9 am end: 9/27 (Thursday) 4 pm
	Review by Provost/VP, if any (with optional review)	Provost/VP	start: 4/12 (Thursday) 9 am end: 4/13 (Friday) 4 pm	Not applicable. Not part of review process for Appendix A-28 promotions/salary increases.	Not applicable. Not part of review process for Appendix A-28 promotions/salary increases.
	Employee may respond to Provost/VP's recom., if any (with optional review)	Provost/VP	start: 4/16 (Monday) 9 am end: 4/18 (Wednesday) 4 pm		
4a	Deadline for employee to initiate review by College Review Panel	Human Resource Serv	Not applicable. Step 4a is not part of annual review process.	4/5 (Thursday) 4 pm	9/27 (Thursday) 4 pm
	Review by College Review Panel, if any	Human Resource Serv		start: 4/6 (Friday) 9 am end: 5/4 (Friday) 4 pm	start: 9/28 (Friday) 9 am end: 10/26 (Friday) 4 pm
	Employee may respond to College Review Panel's recom., if any, and review file prior to President's review	Human Resource Serv		start: 5/7 (Monday) 9 am end: 5/10 (Thursday) 4 pm	start: 10/29(Monday) 9 am end: 11/1 (Thursday) 4 pm
5	Review by President and President's decision/notification (without review)	Provost/VP	Not applicable.	start: 4/6 (Friday) 9 am end: 4/20 (Friday) 4 pm	start: 9/28 (Friday) 9 am end: 10/12 (Friday) 4 pm
	Review by President and President's decision/notification (with review)	Provost/VP	start: 4/19 (Thursday) 9 am end: 4/20 (Friday) 4 pm	start: 5/11 (Friday) 9 am end: 5/25 (Friday) 4 pm	start: 11/2 (Friday) 9 am end: 11/16 (Friday) 4 pm

**Notes:**

1. Immediate Supervisor collects written recommendations from Secondary Reviewers, if any, as described in the *Agreement on Performance Review of Professional Employees* (Article 6, p. 16).
2. *Cycle 5/Step 3a*: Optional review by Committee on Professional Evaluation applies only where an evaluation report is characterized as "unsatisfactory." The timetable for this review is in accordance with the provisions of the "*Memorandum of Understanding*" (see *Agreement*, Article 4, pp. 7-11). Requests for optional review must be filed in the Human Resource Services Office by the deadline indicated above. If the professional employee does not elect optional review, skip step 3a and subsequent shaded sections in Cycle 5 column.
3. *Cycle 6 or 7/Step 4a*: Optional review by College Review Panel applies only where an application for Appendix A-28 promotion/salary increase is denied below the level of President. Requests for optional review must be filed in the Human Resource Services Office by the deadline indicated above. If the professional employee does not elect optional review, skip step 4a and subsequent shaded sections in Cycle 6 or 7 column.