

Personnel Actions Calendar 2023-2024 Summary — Professional Staff Performance Based Promotion

BOT Cycle		Personnel Category	Notification	File Close Date	Immediate Supervisor	Subsequent Evaluator	Dean/Director	Peer Review Committee	Cabinet/Provost/Vice President	President	BOT Meeting Date
December	2023	Performance Based Promotions	Weds. Aug. 16 (Notify Supervisor by this date)	Tues. Sept. 12	Tues. Sept. 19	Tues. Oct. 3	Tues. Oct. 10	Tues. Oct. 24	Tues. Oct. 31	Weds. Nov. 15	Weds. Dec. 6
May	2024	Performance Based Promotions	Fri. Feb. 9 (Notify Supervisor by this date)	Tues. Feb. 27	Tues. Mar. 5	Tues. Mar. 12	Tues. Mar. 19	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	Peer Review Committee	Cabinet/Provost/Vice President
Professional Staff Performance Based Promotion	Fri. Sept. 22	Fri. Oct. 6	Fri. Oct. 13	Fri. Oct. 27	Fri. Nov. 3
	Fri. Mar. 8	Fri. Mar. 15	Fri. Mar. 22	Fri. Apr. 5	Fri. Apr. 12