

*UNIVERSITY OF ILLINOIS AT SPRINGFIELD*  
*CAMPUS ACADEMIC PERSONNEL CALENDAR*

*AY09-10*

## Table of Contents

Table of Acronyms .....	3
Campus Academic Personnel Calendar (AY09-10).....	4-11
Reappointment Calendar.....	12
Tenure Calendar.....	13-14
Promotions Calendar.....	15-16
Annual Performance Review Calendar.....	17
Post Tenure Review Calendar.....	18
Sabbatical Calendar.....	19
Faculty Excellence Award.....	20
Pearson Award.....	21
Spencer Award.....	22
Burks Oakley II Distinguished Online Teaching Award.....	23
University Scholars Award.....	24
Honorary Degrees .....	25
Elections and Other Dates.....	26

## Table of Acronyms

BOT .....	Board of Trustees
CLPC.....	College Level Personnel Committee
CLC.....	Campus Level Committees (TRC, CPC, and CSAC)
CPC.....	Campus Promotions Committee
CSAC.....	Campus Sabbatical and Awards Committee
DPC.....	Department Personnel Committee
PTR.....	Post Tenure Review Committee
USRP.....	University Scholars Review Panel
VCAA.....	Vice Chancellor for Academic Affairs

<i>DATE</i>	<i>ACTION</i>
August 16	Academic year begins.
August 18	Nominations for Honorary Degrees and full dossiers sent to the chair of the Campus Sabbatical and Awards Committee through the VCAA's office by this date.
August 28	VCAA notifies campus community of those faculty scheduled for reappointment and tenure reviews.
August 28	CSAC's Honorary Degree recommendations due to the Campus Senate by this date.
September 18	Sabbatical applications <u>due</u> from the faculty to the Deans with <u>written notice</u> (e-mail or memo) of application <u>to the VCAA by this date</u> .
September 18	Departments notify the VCAA and the Deans of the chairs and faculty members serving on the DPCs by this date.
September 18	VCAA notifies the Deans of Post Tenure Review faculty.
September 22	Deans refer sabbatical applications to respective academic departments for review.
September 25	Campus Senate sends Honorary Degree recommendations and full dossiers to the Chancellor by this date.
September 29	Department committees convene by this date to review the Campus Academic Personnel Calendar for the year.
September 29	Deans notify faculty and departments of Post Tenure Review faculty by this date.
September 29	Promotion applications due to the DPCs and the personnel files with written notice (e-mail or memo) of application to the VCAA by this date.
October 6	Tenure applications due to the DPCs and the personnel files by this date.
October 9	Colleges conduct student elections (if applicable) for CLPCs by this date.
October 9	CSAC convened by the VCAA by this date.
October 9	Representatives of VCAA and faculty under review appointed to PTR Committees. Deans convene PTR Committees and elect a Chair by this date.

October 13	Sabbatical recommendations from departments due to the Deans by this date.
October 16	Colleges notify the VCAA and the Deans of the chairs, faculty members, and students (if applicable) serving on the CLPCs by this date.
October 16	CLPCs convened by the Deans by this date.
October 20	Sabbatical applications approved by the Deans due to the CSAC through the Office of the VCAA by this date.
October 20	DPCs' promotion recommendations due to the Deans with copies to the candidates and the personnel files by this date.
October 27	CPC convened by the VCAA by this date.
October 27	Promotion applicants' comments, if desired, in response to the DPCs' recommendations due to the Deans with copies to the personnel files by this date.
October 27	DPCs' tenure recommendations due to the Deans with copies to the candidates and the personnel files by this date.
October 30	DPCs' promotion recommendations referred to the CLPCs from the Deans by this date.
October 30	Chancellor sends confirmation of the Honorary Degree recipients to the VCAA by this date.
November 3	Post Tenure Review faculty prepare materials to be considered and forward them to the Chair of the PTR Committee by this date.
November 3	Tenure candidates' comments, if desired, in response to the DPCs' recommendations due to the Deans and the personnel files by this date.
November 4	DPCs' tenure recommendations referred to the CLPCs from the Deans by this date.
November 10	CSAC's sabbatical recommendations due to the VCAA with copies to the faculty members by this date.
November 10	TRC convened by the VCAA by this date.
November 20	VCAA's sabbatical recommendations due to the Chancellor with copies to the applicants by this date.

November 20	PTR Committees meet with faculty under review by this date.
December 1	CLPCs' promotion recommendations due to the Deans with copies to the candidates and the personnel files by this date.
December 2	CLPCs' tenure reports/recommendations due to the Deans with copies to the candidates and the personnel files by this date.
December 4	VCAA submits Honorary Degree recommendations to the Board of Trustees by this date.
December 4	Solicitation for nominations for the Faculty Excellence Award sent to the campus community by this date.
December 4	Solicitation for nominations for the Pearson Award sent to the campus community by this date.
December 4	Solicitation for nominations for the Spencer Award sent to the campus community by this date.
December 4	Solicitation for nominations for the Burks Oakley II Distinguished Online Teaching Award sent to the campus community by this date.
December 4	Solicitation for nominations for University Scholars Award sent to the campus community by this date.
December 8	Promotion applicants' comments, if desired, in response to the CLPC's recommendations due to the Deans with copies to the personnel files by this date.
December 9	Tenure candidates' comments, if desired, in response to the CLPCs' recommendations due to the Deans with copies to the personnel files by this date.
December 15	Chancellor notifies sabbatical applicants with copies to the VCAA, the Deans, the chair of the CSAC, the DPCs, and the personnel files by this date.
January 5	Deans' promotion recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
January 8	Deans' tenure recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
January 20	Promotion applicants' comments, if desired, in response to the Deans' recommendations due to the VCAA with copies to the personnel files by this date.

January 20	Tenure candidates' comments, if desired, in response to the Deans' recommendations due to the VCAA with copies to the personnel files by this date.
January 20	Reappointment candidates' performance reports due to the DPCs and the personnel files by this date. Portfolio is due to the faculty personnel file.
January 21	Promotion recommendations referred to the CPC by the VCAA for applicants to the rank of professor.
January 21	VCAA refers the Deans' tenure recommendations to the TRC and the TRC begins deliberations by this date.
February 1	Recommended sabbatical applications due to the BOT.
February 4	PTR Committees submit PTR Report to the faculty under review by this date.
February 5	Nominations for Faculty Excellence Award due to VCAA by this date.
February 5	Nominations for Pearson Award due to VCAA by this date.
February 5	Nominations for Spencer Award due to VCAA by this date.
February 5	Nominations for the Burks Oakley II Distinguished Online Teaching Award due to the VCAA by this date.
February 5	Nominations for University Scholars Award due to VCAA by this date.
February 9	Nominations for Faculty Excellence Award sent to the CSAC through the VCAA's office by this date.
February 9	Nominations for Pearson Award sent to the CSAC through the VCAA's office by this date.
February 9	Nominations for Spencer Award sent to the CSAC through the VCAA's office by this date.
February 9	Nominations for the Burks Oakley II Distinguished Online Teaching Award sent to the CSAC through the VCAA's office by this date.
February 9	Nominations for University Scholars Award sent to the USRP through the VCAA's office by this date.
February 12	DPCs' assessment and reappointment recommendations due to the Deans with copies to the candidates and the personnel files by this date.

February 15	Deans refer the DPC reappointment recommendations to the CLPCs by this date.
February 16	CPC's promotion recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
February 18	Faculty member under review for PTR notifies Chair in writing of acceptance or rejection of PTR Report.  If accepted, Chair submits Report to faculty, department, Deans, VCAA and personnel files.
February 19	Reappointment candidates' comments, if desired, in response to the DPCs' recommendations due to the Deans with copies to the personnel files by this date.
February 19	TRC's reports/recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
February 23	Promotion applicants' comments, if desired, in response to the CPC's recommendations due to the VCAA with copies to the personnel files by this date.
February 23	Faculty Professional Performance Reports due to the appropriate Deans with copies to the personnel files by this date.
February 26	Tenure candidates' comments, if desired, in response to the TRC's recommendations due to the VCAA with copies to the personnel files by this date.
March 2	CSAC's Faculty Excellence Award recommendation due to the Chancellor by this date.
March 2	CSAC's Pearson Award recommendation due to the Chancellor by this date.
March 2	CSAC's Spencer Award recommendation due to the Chancellor by this date.
March 2	CSAC's Burks Oakley II Distinguished Online Teaching Award due to the Chancellor by this date.
March 2	USRP's University Scholars Award recommendation due to the Chancellor by this date.

- March 10 Chancellor notifies the Burks Oakley II Distinguished Online Teaching Award recipient with copies to the chair of the CSAC, and the personnel file by this date.
- March 11 Faculty members who reject PTR Report must appeal within 15 working days after given notice of rejection but no later than this date.
- March 12 CLPCs' reappointment reports/recommendations due to the Deans with copies to the candidates and the personnel files by this date.
- March 12 VCAA's promotion recommendations due to the Chancellor with copies to the Deans, the chair of the CPC, the candidates, and the personnel files by this date.
- March 12 Chancellor notifies the Faculty Excellence Award recipient with copies to the chair of the CSAC, and the personnel file by this date.
- March 12 Chancellor notifies the Pearson Award recipient with copies to the VCAA, the chair of the CSAC, and the personnel file by this date.
- March 12 Chancellor notifies the Spencer Award recipient with copies to the VCAA, the chair of the CSAC, and the personnel file by this date.
- March 12 The Provost/VCAA notifies nominees not selected for the Burks Oakley II Distinguished Online Teaching Award.
- March 12 Nomination materials placed in the appropriate faculty member's personnel file following conclusion of the Burks Oakley II Distinguished Online Teaching Award selection process.
- March 23 VCAA's tenure recommendations due to the Chancellor with copies to the candidates and the personnel files by this date.
- March 24 Deans begin solicitation process of candidates for the CLCs (TRC, CPC, and CSAC).
- March 26 Reappointment candidates' comments, if desired, in response to the CLPCs' recommendations due to the Deans with copies to the personnel files by this date.
- March 26 Promotion applicants' comments, if desired, in response to the VCAA's recommendations due to the Chancellor with copies to the personnel files by this date.
- March 30 Tenure candidates' comments, if desired, in response to the VCAA's recommendations due to the Chancellor, with copies to the Deans and the personnel files by this date.

April 7	CSAC and/or CEC determine appeals of PTR Report within 20 working days after filing of appeals but no later than this date.
April 7	Nominations due from the Deans to VCAA for the CLCs by this date.
April 7	Chancellor's promotion recommendations due to the applicant with copies to the VCAA, the Deans, the chair of the CPC, and the personnel files by this date.
April 14	CLPC and CLC elections begin for subsequent year.
April 16	Deans' reappointment recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
April 16	Chancellor's tenure recommendations due to the applicant with copies to the VCAA, the Deans, the chair of the TRC, and the personnel files by this date.
April 21	Deans forward faculty salary recommendations to the VCAA and all written performance evaluations to the personnel files by this date.
April 23	Reappointment candidates' comments, if desired, in response to the Deans' recommendations due to the VCAA with copies to the Deans and the personnel files by this date.
April 30	VCAA notifies reappointment candidates with copies to the Deans, the chairs of the CLPCs, and the personnel files by this date.
April 30	Campus Academic Personnel Calendar due by this date.
May 5	VCAA notifies campus community of new committee membership to various campus-level personnel committees by this date.
May 7	VCAA notification of summer appointments due to faculty by this date.
May 14	Nominations for Honorary Degrees and full dossiers due to VCAA by this date.
May 15	Academic year ends.
May 31	VCAA sends nominations for Honorary Degrees and full dossiers to the Chancellor by this date.
June 2	Chancellor's promotion and tenure decisions due to the BOT.
Summer	Chancellor and President review nominations for Honorary Degrees and full dossiers.

Summer

VCAA makes final decision on salary recommendations, when the University's operating budget is finalized. (Deans will notify faculty members of their recommended salary increases).

**REAPPOINTMENT CALENDAR  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
August 28	VCAA notifies campus community of those faculty scheduled for reappointment review.
January 20	Reappointment candidates' performance reports due to the DPCs and the personnel files by this date. Portfolio is due to the Faculty Personnel File.
February 12	DPCs' assessment and reappointment recommendations due to the Deans with copies to the candidates and the personnel files by this date.
February 15	Deans refer the DPC reappointment recommendations to the CLPCs by this date.
February 19	Reappointment candidates' comments, if desired, in response to the DPCs' recommendations due to the Deans with copies to the personnel files by this date.
March 12	CLPCs' reappointment reports/recommendations due to the Deans with copies to the candidates and the personnel files by this date.
March 26	Reappointment candidates' comments, if desired, in response to the CLPCs' recommendations due to the Deans with copies to the personnel files by this date.
April 16	Deans' reappointment recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
April 23	Reappointment candidates' comments, if desired, in response to the Deans' recommendations due to the VCAA with copies to the Deans and the personnel files by this date.
April 30	VCAA notifies reappointment candidates with copies to the Deans, the chairs of the CLPCs, and the personnel files by this date.

**TENURE CALENDAR  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
August 28	VCAA notifies campus community of those faculty scheduled for tenure review.
October 6	Tenure applications due to the DPCs and the personnel files by this date.
October 27	DPCs' tenure recommendations due to the Deans with copies to the candidates and the personnel files by this date.
November 3	Tenure candidates' comments, if desired, in response to the DPCs' recommendations due to the Deans and the personnel files by this date.
November 4	DPCs' tenure recommendations referred to the CLPCs from the Deans by this date.
November 10	TRC convened by the VCAA by this date.
December 2	CLPCs' tenure reports/recommendations due to the Deans with copies to the candidates and the personnel files by this date.
December 9	Tenure candidates' comments, if desired, in response to the CLPCs' recommendations due to the Deans and the personnel files by this date.
January 8	Deans' tenure recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
January 20	Tenure candidates' comments, if desired, in response to the Deans' recommendations due to the VCAA with copies to the personnel files by this date.
January 21	VCAA refers the Deans' tenure recommendations to the TRC and the TRC begins deliberations by this date.
February 19	TRC's reports/recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
February 26	Tenure candidates' comments, if desired, in response to the TRC's recommendations due to the VCAA with copies to the personnel files by this date.
March 23	VCAA's tenure recommendations due to the Chancellor with copies to the candidates and the personnel files by this date.

- March 30 Tenure candidates' comments, if desired, in response to the VCAA's recommendations due to the Chancellor, with copies to the Deans and the personnel files by this date.
- April 16 Chancellor's tenure recommendations due to the applicants with copies to the VCAA, the Deans, the chair of the TRC, and the personnel files by this date.
- June 2 Chancellor's tenure decisions due to the BOT.

**PROMOTIONS CALENDAR  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
September 29	Promotion applications due to the DPCs and the personnel files with written notice (e-mail or memo) of application to the VCAA by this date.
October 20	DPCs' promotion recommendations due to the Deans with copies to the candidates and the personnel files by this date.
October 27	CPC convened by the VCAA by this date.
October 27	Promotion applicants' comments, if desired, in response to the DPCs' recommendations due to the Deans with copies to the personnel files by this date.
October 30	DPCs' promotion recommendations referred to the CLPCs from the Deans by this date.
December 1	CLPC's promotion recommendations due to the Deans with copies to the candidates and the personnel files by this date.
December 8	Promotion applicants' comments, if desired, in response to the CLPC's recommendations due to the Deans with copies to the personnel files by this date.
January 5	Deans' promotion recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
January 20	Promotion applicants' comments, if desired, in response to the Deans' recommendations due to the VCAA with copies to the personnel files by this date.
January 21	Promotion recommendations referred to the CPC by the VCAA for applicants to the rank of professor.
February 16	CPC's promotion recommendations due to the VCAA with copies to the candidates and the personnel files by this date.
February 23	Promotion applicants' comments, if desired, in response to the CPC's recommendations due to the VCAA with copies to the personnel files by this date.
March 12	VCAA's promotion recommendations due to the Chancellor with copies to the Deans, the chair of the CPC, the candidates, and the personnel files by this date.
March 26	Promotion applicants' comments, if desired, in response to the VCAA's recommendations due to the Chancellor with copies to the personnel files by this date.

- April 7 Chancellor's promotion recommendations due to the applicant with copies to the VCAA, the Deans, the chair of the CPC, and the personnel files by this date.
- June 2 Chancellor's promotion decisions due to the BOT.

**ANNUAL PERFORMANCE REVIEW CALENDAR  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
February 23	Faculty Professional Performance Reports due to the appropriate Deans with copies to the personnel files by this date.
April 21	Deans forward faculty salary recommendations to the VCAA and all written performance evaluations to the personnel files by this date.
Summer	VCAA makes final decision on salary recommendations, when the University's operating budget is finalized. (Deans will notify faculty members of their recommended salary increases.)

**POST TENURE REVIEW CALENDAR  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
September 18	VCAA notifies the Deans of Post Tenure Review faculty.
September 29	Deans notify faculty and departments of Post Tenure Review faculty by this date.
October 9	Representatives of VCAA and faculty under review appointed to PTR Committees. Deans convene PTR Committees and elect a Chair by this date.
November 3	Post Tenure Review faculty prepare materials to be considered and forward them to the Chair of the PTR Committee by this date.
November 20	PTR Committees meet with faculty under review by this date.
February 4	PTR Committees submit PTR Report to the faculty under review by this date.
February 18	Faculty member under review for PTR notifies Chair in writing of acceptance or rejection of PTR Report.  If accepted, Chair submits Report and acceptance letter to faculty, department, Deans, VCAA and personnel files.
March 11	Faculty members who reject PTR Report must appeal within 15 working days after given notice of rejection but no later than this date.
April 7	CSAC and/or CEC determine appeals of PTR Report within 20 working days after filing of appeals but no later than this date.

**SABBATICAL CALENDAR  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
September 18	Sabbatical applications <u>due</u> from the faculty to the Deans with <u>written notice</u> (e-mail or memo) of application <u>to the VCAA by this date</u> .
September 22	Deans refer sabbatical applications to respective academic departments for review.
October 9	CSAC convened by the VCAA by this date.
October 13	Sabbatical recommendations from departments due to the Deans by this date.
October 20	Sabbatical applications approved by the Deans due to the CSAC through the Office of the VCAA by this date.
November 10	CSAC's sabbatical recommendations due to the VCAA with copies to the faculty members by this date.
November 20	VCAA's sabbatical recommendations due to the Chancellor with copies to the applicants by this date.
December 15	Chancellor notifies sabbatical applicants with copies to the VCAA, the Deans, the chair of the CSAC, the DPCs, and the personnel files by this date.
February 1	Recommended sabbatical applications due to the BOT.

**FACULTY EXCELLENCE AWARD  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
December 4	Solicitation for nominations for the Faculty Excellence Award sent to the campus community by this date.
February 5	Nominations for Faculty Excellence Award due to VCAA by this date.
February 9	Nominations for Faculty Excellence Award sent to the CSAC through the VCAA's office by this date.
March 2	CSAC's Faculty Excellence Award recommendation due to the Chancellor by this date.
March 12	Chancellor notifies the Faculty Excellence Award recipient with copies to the chair of the CSAC, and the personnel file by this date.

**PEARSON AWARD  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
December 4	Solicitation for nominations for the Pearson Award sent to the campus community by this date.
February 5	Nominations for Pearson Award due to VCAA by this date.
February 9	Nominations for Pearson Award sent to the CSAC through the VCAA's office by this date.
March 2	CSAC's Pearson Award recommendation due to the Chancellor by this date.
March 12	Chancellor notifies the Pearson Award recipient with copies to the VCAA, the chair of the CSAC, and the personnel file by this date.

**SPENCER AWARD  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
December 4	Solicitation for nominations for the Spencer Award sent to the campus community by this date.
February 5	Nominations for the Spencer Award due to VCAA by this date.
February 9	Nominations for the Spencer Award sent to the CSAC through the VCAA's office by this date.
March 2	CSAC's Spencer Award recommendation due to the Chancellor by this date.
March 12	Chancellor notifies the Spencer Award recipient with copies to the VCAA, the chair of the CSAC, and the personnel file by this date.

**BURKS OAKLEY II DISTINGUISHED ONLINE TEACHING AWARD  
AY 09-10**

<i>DATE</i>	<i>ACTION</i>
December 4	Solicitation for nominations for the Burks Oakley II Distinguished Online Teaching Award sent to the campus community by this date.
February 5	Nominations for the Burks Oakley II Distinguished Online Teaching Award due to VCAA by this date.
February 9	Nominations for the Burks Oakley II Distinguished Online Teaching Award sent to the CSAC through the VCAA's office by this date.
March 2	The CSAC shall make its recommendation for the Burks Oakley II Distinguished Online Teaching Award to the Chancellor by this date.
March 10	Chancellor notifies the Burks Oakley II Distinguished Online Teaching Award recipient with copies to the chair of the CSAC, and the personnel file by this date.
March 12	The Provost/VCAA notifies nominees not selected for the Burks Oakley II Distinguished Online Teaching Award.
March 12	Nomination materials placed in the appropriate faculty member's personnel file following conclusion of the Burks Oakley II Distinguished Online Teaching Award selection process.

**UNIVERSITY SCHOLARS AWARD  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
December 4	Solicitation for nominations for University Scholars Award sent to the campus community by this date.
February 5	Nominations for University Scholars Award due to VCAA by this date.
February 9	Nominations for University Scholars Award sent to the USRP through the VCAA's office by this date.
March 2	USRP's University Scholars Award recommendation due to the Chancellor by this date.

**HONORARY DEGREES  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
 <b><u>2009</u></b>	
August 18	Nominations for Honorary Degrees, and full dossiers sent to the chair of the Campus Sabbatical and Awards Committee through the VCAA's office by this date.
August 28	CSAC's Honorary Degree recommendations due to the Campus Senate by this date.
September 25	Campus Senate sends Honorary Degree recommendations and full dossiers to the Chancellor by this date.
October 30	Chancellor sends confirmation of Honorary Degree recipients to the VCAA by this date.
December 4	VCAA submits Honorary Degree recommendations to the Board of Trustees by this date.
 <b><u>2010</u></b>	
May 14	Nominations for Honorary Degrees and full dossiers due to VCAA by this date.
May 31	VCAA sends nominations for Honorary Degrees and full dossiers to the Chancellor by this date.
Summer	Chancellor and President review nominations for Honorary Degrees and full dossiers.

**ELECTIONS AND OTHER DATES  
AY09-10**

<i>DATE</i>	<i>ACTION</i>
August 16	Academic year begins.
September 18	Departments notify the VCAA and the Deans of the chairs and faculty members serving on the DPCs by this date.
September 29	Department committees convene by this date to review the Campus Academic Personnel Calendar for the year.
October 9	Colleges conduct student elections (if applicable) for the CLPCs by this date.
October 16	Colleges notify the VCAA and the Deans of the chairs, faculty members, and students (if applicable) serving on the CLPCs by this date.
October 16	CLPCs convened by the Deans by this date.
March 24	Deans begin solicitation process of candidates for CLCs (TRC, CPC, and CSAC).
April 7	Nominations due from Deans to VCAA for CLCs by this date.
April 14	CLPC and CLC elections begin for subsequent year.
April 30	Campus Academic Personnel Calendar due by this date.
May 5	VCAA notifies campus community of new committee membership to various campus-level personnel committees by this date.
May 7	VCAA notification of summer appointments due to faculty by this date.
May 15	Academic year ends.