

Personnel Actions Calendar 2024-2025 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	24	Staff: Yr 3, 4, 5	Thu Aug. 29	Fri Sep. 20	Tue Oct. 1	Tue Oct. 8	Tue Oct. 22	Tue Oct. 29	Wed Nov. 13	Wed Dec. 4
March	25	Staff: Yr 1, 2, PT	Fri Oct. 18	Tue Nov. 19	Tue Dec. 3	Tue Jan. 7	Tue Jan. 14	Tue Jan. 28 (as needed)	Tue Feb. 4	Tue Mar. 4
		Staff: XIII-D	Fri Oct. 18	Tue Nov. 19	Tue Dec. 3	Tue Jan. 7	Tue Jan. 14			
		Staff: MidYr Appointed after Oct. 1, 2023 but before Jan. 1, 2024	Tue Jan. 7*	Fri Jan. 10	Tue Jan. 14	Tue Jan. 21	Tue Jan. 28	Tue Feb. 4 (as needed)	Tue Feb. 11	Tue Mar. 4
		*Employees hired earlier than January 1, 2025 will be notified as								
May	25	Staff: MultiYr	Fri Feb. 21	Tue Mar. 11	Tue Mar. 18	Tue Mar. 25	Tue Apr. 1	Tue Apr. 8	Thu Apr. 17	Wed May. 7

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. 4	Fri Oct. 11	Fri Oct. 25	Fri Nov. 1
Staff: Yr 1, 2, PT	Fri Dec. 6	Fri Jan. 10	Fri Jan. 17	Fri Jan. 31 (as needed)
Staff: XIII-D	Fri Dec. 6	Fri Jan. 10	Fri Jan. 17	
Staff: MidYr Appointed after Oct. 1, 2022 but before Jan. 1, 2023	Fri Jan. 17	Fri Jan. 24	Fri Jan. 31	Fri Feb. 7 (as needed)
Staff: MultiYr	Fri Mar. 21	Fri Mar. 28	Fri Apr. 4	Fri Apr. 11