

CAHSS Non-RTP Personnel Related Deadlines for Fall 2017

Category	Item	Department Deadline	To Whom	Notes for Department	College Deadline	To Whom
Unit 11	Description of Duties (APS Form 630) due to Unit 11 employees (ISA, GA, TA)	8/18/2017	Unit 11	Required prior to first class		
Assigned Time	Assigned Time forms with preliminary excess enrollment due	8/24/2017	College		8/28/2017	APS
LTF	Revisions to lecturer/TA/GA/FERP transaction forms due (target date)	8/31/2017	College		9/1/2017	APS
Faculty Evaluations	Evaluation criteria and procedures (CBA Article 15.3) due	9/1/2017	New Faculty cc: College	CBA Article 15.3: Criteria shall be made available NLT 14 days after the first day of instruction		
LTF	Final revisions to lecturer/TA/GA/FERP transaction forms due (final date for accurate pay)	9/7/2017	College		9/8/2017	APS
Temporary Faculty Pool	Updates to course listings and minimum qualifications for Spring 2018 Temporary Faculty Pool due APS will send out notification re: course lists to Departments via e-mail end of August	9/15/2017	College		9/21/2017	APS
Faculty Leads	Faculty Lead list due APS will send out lists to Departments via email by first week in September	9/15/2017	APS cc: College			
Outside Employment	Outside Employment Disclosure Forms due (Appendix G)	9/15/2017 (tentative)	College	Reporting for 2nd Quarter		
Schedule	Class schedule corrections for current term (Fall 2017) due	9/18/2017	IRP (via website)	Review Class and Curriculum Audits for current term and make corrections as required http://www2.humboldt.edu/irp/ClassSchedule.html		
Census	Fall 2017 Census taken	9/18/2017		Information only - no action required		
Assigned Time	Revised Assigned Time forms for excess enrollment & matching LTF revisions due	9/22/2017	College	Submit revised AT Form & matching LTF(s) only if there is a change from the previously submitted version	9/25/2017	APS
Sabbatical & Difference in Pay (DIP)	Candidate requirement: Sabbatical & DIP applications due	10/2/2017	APS College Dept. Chair	Electronic PDF to APS with cc to Department Chair and College; Resources on APS website https://hraps.humboldt.edu/academic-personnel-leaves-absence		

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APDB (FAD)	FAD Review due	10/13/2017	College (see notes) IRP (see notes)	FAD report to Departments 9/27/2017 Changes: E-mail scanned copy or deliver hard-copy annotated revisions to College No changes: Reply to IRP, cc: College	10/18/2017	IRP (revisions only)
Sabbatical & Difference in Pay (DIP)	Department commentary regarding impact of Sabbatical/DIP leave (Article 27.6) due	10/16/2017	College	Dean's recommendation forwarded to APS, with copy to applicant	11/6/2017	APS
Professional Development Plan (PDP)	Candidate requirement: For probationary faculty requiring a PDP, review and develop PDP with Department & IUPC Chair input	10/20/2017	Dept. Chair IUPC Chair	The PDP is developed every two years during the probationary period starting during the candidate's first semester at HSU		
Unit 11	Spring 2017 vacancy announcements for Unit 11 positions due	11/2/2017	APS cc: College	First Call		
LTF	Lecturer/TA/GA/FERP transaction forms & Assignment of Work spreadsheet for Spring 2018 due	11/7/2017	College	Provide a copy with Department Chair's signature to each employee prior to end of semester	11/14/2017	APS
Professional Development Plan (PDP)	PDPs for probationary faculty due	11/10/2017	College	Dean provides comments via memorandum and returns copy of PDP; original filed in PAF	12/8/2017	Candidate
Department Chair	Notification of Department Chair changes for Spring 2017 due	11/15/2017	College	Depts. submit results of chair election to Dean (cc: Personnel Analyst) via memo or email College sends updated chair spreadsheet to APS College sends out Chair appointment letters and copies of chair appointment letter to APS	12/4/2017 12/8/2017	APS
Tenure-Track Hires	AY 2018/19 tenure-track faculty position requests due	11/17/2017 (tentative)	College	Submit Form 200, Vacancy Announcement, projected workload and justification for positions to College. Requests will be discussed at CAHSS Chairs Meeting.		
Separations	Separation documents for lecturers and Unit 11 employees (ISA, GA, TA) not returning in Spring 2017 due	11/27/2017	College	Form 510 (lecturers, GAs, TAs) Form 610 (ISAs) - print on blue paper	12/1/2017	Payroll cc: APS
Unit 11	Spring 2017 vacancy announcements for Unit 11 positions due	12/5/2017	APS cc: College	Hard Deadline		