

Personnel Actions Calendar 2025-2026 Summary — Professional Staff										
BOT Cycle		Personnel Category	Solicitation	File Close Date	Immediate Supervisor Due	Subsequent Evaluator Due	Dean/Director Due	Divisional Executive Due	President Due	BOT Meeting Date
December	25	Staff: Yr 3, 4, 5	Thu Aug. 28	Fri Sep. 19	Tue Sep. 30	Tue Oct. 7	Tue Oct. 21	Tue Oct. 28	Wed Nov. 12	Wed Dec. 3
March	26	Staff: Yr 1, 2, PT	Fri Oct. 17	Tue Nov. 18	Tue Dec. 2	Tue Jan. 6	Tue Jan. 13	Tue Jan. 27 (as needed)	Tue Feb. 3	Tue Mar. 3
		Staff: XIII-D	Fri Oct. 17	Tue Nov. 18	Tue Dec. 2	Tue Jan. 6	Tue Jan. 13			
		Staff: MidYr								
		Appointed after Oct. 1, 2025 but before Jan. 1, 2026	Tue Jan. 6*	Fri Jan. 9	Tue Jan. 13	Tue Jan. 20	Tue Jan. 27	Tue Feb. 3 (as needed)	Tue Feb. 10	Tue Mar. 3
			*Employees hired earlier than January 1, 2026 will be notified as							
May	26	Staff: MultiYr	Fri Feb. 20	Tue Mar. 10	Tue Mar. 17	Tue Mar. 24	Tue Mar. 31	Tue Apr. 7	Thu Apr. 16	Wed May. 6

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	Divisional Executive
Staff: Yr 3, 4, 5	Fri Oct. 3	Fri Oct. 10	Fri Oct. 24	Fri Oct. 31
Staff: Yr 1, 2, PT	Fri Dec. 5	Fri Jan. 9	Fri Jan. 16	Fri Jan. 30 (as needed)
Staff: XIII-D	Fri Dec. 5	Fri Jan. 9	Fri Jan. 16	
Staff: MidYr				
Appointed after Oct. 1, 2025 but before Jan. 1, 2026	Fri Jan. 16	Fri Jan. 23	Fri Jan. 30	Fri Feb. 6 (as needed)
Staff: MultiYr	Fri Mar. 20	Fri Mar. 27	Fri Apr. 3	Fri Apr. 10