

**Personnel Actions Calendar 2024-2025 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	2024	Performance Based Promotions	Wed. Aug. 14 (Notify OHR by this date)	Tue. Sept. 10	Tue. Sept. 17	Tue. Oct. 1	Tue. Oct. 8	Tue. Oct. 22	Tue. Oct. 29	Wed. Nov. 13	Wed. Dec. 4
May	2025	Performance Based Promotions	Fri Feb. 7 (Notify OHR by this date)	Tue. Feb. 25	Tue. Mar. 4	Tue. Mar. 11	Tue. Mar. 18	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	Peer Review Committee	Cabinet/Provost/Vice President
Professional Staff Performance Based Promotion	Fri Sept. 20	Fri Oct. 4	Fri Oct. 11	Fri Oct. 25	Fri Nov. 1
	Fri Mar. 7	Fri Mar. 14	Fri Mar. 21	Fri Apr. 4	Fri Apr. 11