Professional Improvement Leave (PIL) Timelines – AY 2023-2024

DATE	ACTIVITY
August 2022	• The Vice President, Access, Learning & Success and Workforce Partnerships (VP, AL&S and WP) receives and reviews the list of eligible faculty for PIL's submitted by Human Resources
Friday, August 26, 2022 – Friday, September 2, 2022	• The VP, AL&S and WP sends the PIL eligibility list to the Campus President's Office for review • The Campus President's Office reviews the eligibility list for accuracy according to campus records, and confirms that faculty meet PIL eligibility requirements as outlined in the Cuyahoga Community College/AAUP Agreement • Submits any changes to the eligibility list to VP, AL&S and WP, and the Director, HRIS
Tuesday, September 6, 2022 – Friday, September 9, 2022	• Upon receipt of the final list, the Campus President's Office will send notification of eligibility and application guidelines to faculty, Executive Vice President, Access, Learning and Success (EVP, AL&S), VP, AL&S and WP, Deans, and faculty leaders
Friday, October 21, 2022	• PIL proposals due to the Campus Presidents by faculty
Wednesday, November 2, 2022	• Campus Presidents send PIL proposals and their recommendations to the EVP, AL&S • A copy of their recommendation letter will also be sent to the VP, AL&S and WP
Thursday, November 3, 2022	• EVP, AL&S sends PIL proposals to AAUP PIL committee c/o AAUP office on Schaaf Road
Friday, November 4, 2022 – Friday, December 2, 2022	• AAUP PIL committee reviews proposals; makes recommendations to EVP, AL&S, and all supporting documents are returned to EVP's office
Monday, December 5, 2022 – Monday, December 12, 2022	• EVP, AL&S reviews PIL proposals, Campus President's recommendations and the AAUP PIL Committee recommendations; Submits PIL recommendations to the College President
Monday, December 12, 2022 – Wednesday, December 14, 2022	• College President reviews and approves/disapproves recommendations of the EVP, AL&S
December 2022 – January 2023 **Committee/Board Dates:** Tuesday, January 10, 2023 - AL&S Committee Meeting Thursday, January 26, 2023 – Board Meeting	• The VP, AL&S and WP prepares and submits resolution to Assess, Learning and Success Committee and to the full Board of Trustees for action • EVP, AL&S sends PIL notification to faculty, Deans and Human Resources

Special Note: For Centers of Excellence, e.g. (Nursing, Creative Arts, Hospitality, Public Safety, IT, and Advanced Manufacturing) the Campus President's Office consults with the respective VP/Dean regarding recommendations.