

CALIFORNIA STATE UNIVERSITY, EAST BAY

ACADEMIC-ADMINISTRATIVE CALENDAR 2016-2017

Dates shown in this calendar represent final deadlines for the submission of all requisite documents. Some major university events are also featured in this calendar.

Retention, tenure and promotion deadlines are contained in the [CSUEB Retention, Tenure and Promotion Policy and Procedures document](#) as well as in this calendar.

Departments should consult their respective College Offices for the deadline dates for the completion of Class Schedules for each quarter. Deadlines to enter the quarterly class schedule into PeopleSoft are noted in this calendar.

- September 5 Labor Day – University closed
- September 6 Grades Due (end of Summer Quarter, 2016)
- September 7 Deadline for submission of student evaluations to Testing Office for Summer Quarter, 2016
- September 13-14 New Faculty Orientation, LI 2250 (Sept. 14, Diversity Workshop)
- September 14 Department Chair Academy, Biella Room; 9:30 a.m.
- September 15 Back to the Bay, VBT 124
- September 19 First day of Fall Quarter, 2016; Fall Convocation, University Theatre (9 am)**
- September 21 First day of classes for Fall Quarter, 2016**
- October 3 Submission of candidate's dossier to the chair for promotion and/or tenure.
- October 13 Faculty Honors and Reception; University Union MPR; 4 to 6 p.m.
- October 17 Last day to enter Preliminary Schedule of Classes in PeopleSoft for Winter Quarter, 2017
- October 24 Deadline for insertion of documentation into the WPAF for candidates for promotion and/or tenure.
- November 10 Submission of candidate's dossier for 1st and 2nd year retention.
- November 11 Veterans Day – University closed
- November 15 Submission of candidate's portfolio to the chair for [range elevation](#) consideration.
- November 15 Deadline for insertion of documentation into the dossier for 1st and 2nd year retention candidates.
- November 15 Department Committee's recommendations on promotion and/or tenure candidates due in the office of the Chair.
- November 21 [Applications for sabbatical leave and difference in pay leave](#) for 2017-2018 due in the Office of the Provost and Vice President, Academic Affairs.

November 24	Thanksgiving Recess – (24 and 25) University closed
December 1	Department Committee's recommendations on 1st and 2nd year retention candidates due in the office of the Chair.
December 9	Department Chair's recommendations on tenure candidates due in the Office of the College Dean.
December 13	Grades due (end of Fall Quarter, 2016)
December 14	Deadline for submission of student evaluations to Testing Office for Fall Quarter, 2016.
December 15	Department Chair's recommendations on 1st and 2nd year retention candidates due in the Office of the College Dean.
December 15	Department Chair's recommendations on promotion candidates due in the Office of the College Dean.
December 15	Department Committee's recommendation on range elevation consideration due to the Department Chair.
January 3	First day of classes for Winter Quarter, 2017
Winter 2017	President notifies applicants of decisions on applications for sabbatical leaves and difference-in-pay leaves for 2017-2018.
January 16	Martin Luther King, Jr. Day – University closed
January 17	Department Chair's recommendation on range elevation consideration due in the Office of the College Dean.
January 17	Submission of candidate's dossier on 3rd, 4th and 5th year retention.
January 24	Last day to enter Preliminary Schedule of Classes in PeopleSoft for Spring Quarter, 2017.
January 25	College Committee's recommendations (if required) on 1st and 2nd year retention candidates due in the Office of the College Dean.
February 1	Deadline for insertion of documentation into the dossier for 3rd, 4th and 5th year retention candidates.
February 6	College Dean's recommendations on 1st and 2nd year retention candidates due in the Office of the Provost and Vice President, Academic Affairs.
February 10	College Committee's recommendations on tenure candidates due in the Office of the College Dean.
February 15	Candidates for 1st and 2nd year retention are notified of decision.
February 15	College Dean's recommendation on range elevation consideration due in the Office of the Provost and Vice President, Academic Affairs.
February 17	College Committee's recommendations on promotion candidates due in the Office of the College Dean.

- March 1 Department Committee's recommendations on candidates for 3rd, 4th and 5th year retention are due in the office of the Chair.
- March 8 College Dean's recommendations on tenure candidates due in the Office of the Provost and Vice President, Academic Affairs.
- March 15 College Dean's recommendations on promotion candidates due in the Office of the Provost and Vice President, Academic Affairs.
- March 15 Department Chair's recommendations on candidates for 3rd, 4th and 5th year retention due in the Office of the College Dean.
- March 15 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Faculty member's documentation due to Department Office NO LATER THAN March 15
- March 21 Grades due – last day of Winter Quarter, 2017
- March 22 Deadline for submission of student evaluations to Testing Office for Winter Quarter, 2017.
- March 27 First day of classes for Spring Quarter, 2017**
- March 31 Cesar Chavez Day – University closed
- Spring 2017 Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2017-2018; select one person on the committee to be the Diversity Advocate; submit names of those elected to the College Dean's and Provost's Offices; Dept. Chair convene committee and schedule future meetings. (See [Tenure-Track Search Process Guidelines](#), issued by Office of Academic Affairs.)
- Spring 2017 Election of representative to the University Tenure and Promotion Committee 2017-2018 – “The College Dean shall arrange for the nomination and election of the member(s) of the University Committee from the College. ... Balloting shall be secret and conducted over a period of at least five calendar days. This election shall be held no later than May 1.” (see 12.1.2 of the [CSUEB RTP Policy and Procedures](#))
- Spring 2017 Election of representative to the College Promotion and Tenure Committee 2017-2018 – “Department elections for members of the College Committee shall take place not later than June 7, and may not precede the election of the College representative(s) to the University Committee.” (see 11.1.3 of the [CSUEB RTP Policy and Procedures](#))
- Spring 2017 Election of Department RTP Committee 2017-2018, after representative to the College Promotion and Tenure Committee is elected (see 10.1.4 of the [CSUEB RTP Policy and Procedures](#))
- April 5 Candidates being considered for range elevation are notified of the decision.
- April 14 University Committee's recommendations on tenure candidates due in the Office of the Provost and Vice President, Academic Affairs.
- April 14 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Peer Review Committee's Memorandum due to Dean and Faculty member NO LATER THAN April 14.
- April 25 College Committee's recommendations (if required) on candidates for 3rd, 4th and 5th year retention due in the Office of the College Dean.
- May 1 Full and part-time lecturer position announcements for 2017-2018 are due in the Office of the Provost and Vice President, Academic Affairs.

- May 1 University Committee's recommendations on promotion candidates due in the Office of the Provost and Vice President, Academic Affairs.
- May 8 Provost's recommendations on tenure candidates due to the President.
- May 10 College Deans recommendations on candidates for 3rd, 4th and 5th year retention are due in the Office of the Provost and Vice President, Academic Affairs.
- May 15 Provost's recommendations on promotion candidates due to the President.
- May 15 Tentative date that College Deans discuss requests to recruit for full-time faculty positions for 2017-2018 in group meetings with the Provost and Vice President, Academic Affairs. (Discussions may continue into the summer.)
- May 24 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Copy of Dean's memorandum to faculty member NO LATER THAN May 24.
- May 29 Memorial Day – University closed
- June 1 Candidates being considered for tenure are notified of decision.
- June 1 Candidates for 3rd, 4th and 5th year retention are notified of decision.
- June 1 Performance appraisals for MPP and Confidential employees are due in the Office of the Provost and Vice President, Academic Affairs. The appraisals will cover the period beginning July 1, 2016 through June 30, 2017.
- June 15 Candidates being considered for promotion are notified of decision.
- June 10 Commencement (Details to be posted at a later date)
- June 13 All [Periodic evaluations of temporary faculty](#) (full-time and part-time) should be forwarded to the Provost's Office for placement in the Personnel Action File (PAF) no later than June 13, 2017.
- June 13 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Dean's or Dean's Designee's meeting with faculty member NO LATER THAN end of Spring Quarter.
- June 13 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Documentation returned to faculty member NO LATER THAN end of Spring Quarter.
- June 13 [Evaluations of tenured faculty](#) (post-tenure review) due in the Office of the Provost and Vice President, Academic Affairs.
- June 13 Grades due – last day of Spring Quarter, 2017
- June 14 Deadline for submission of student evaluations to Testing Office for Spring Quarter, 2017.
- June 30 Performance appraisals for all non-faculty bargaining unit employees (SETC, UAPD, SUPA, CSUEU, MPP and Confidential) must be completed by the appropriate manager by June 30, 2017. The appraisals will cover the period that began July 1, 2016.
- June 30 Performance appraisals for all non-faculty employees are due in the Office of Human Resources.
- June 30 [Summaries of student evaluations](#) for tenured and probationary faculty are due in the Office of the Provost and Vice President, Academic Affairs.

OTHER IMPORTANT TIMELINES TO NOTE:

APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS (*Appointment and Review of Department Chairs Policy and Procedures: <http://www20.csueastbay.edu/faculty/senate/files/Policies/12-13-new-policy-page/appoint-rev-doc-dept-chairs-only-final.pdf>*)

“In the first and second year of a Chair’s term, the College Dean shall arrange for special meeting(s) with the faculty and staff of the department to discuss the performance of the Chair. The Department Chair shall not be present at this meeting. In a subsequent individual conference with the Chair, the Dean shall review the Chair’s performance, and may report to the President as appropriate.”

“Early in the third year of service of the incumbent Chair, or whenever for any reason a vacancy appears or is anticipated, the College Dean shall inform the department of the need to elect an Advisory Committee.”