

CALIFORNIA STATE UNIVERSITY, EAST BAY

ACADEMIC-ADMINISTRATIVE CALENDAR 2018-2019

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 semester. Deadline to enter the Spring semester class schedule into PeopleSoft is noted in this calendar.

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| August 15 | Back to the Bay |
| August 17 | First day of Fall Semester, 2018; Fall Convocation, University Theatre (9 am) |
| August 20 | First day of classes for Fall Semester, 2018 |
| September 3 | Labor Day – University closed (Monday) |
| September 7 | Last day to enter Preliminary Schedule of Classes in PeopleSoft for Spring Semester, 2019 |
| October 1 | Submission of candidate's dossier to the chair for tenure and/or promotion. |
| October 9 | Faculty Honors and Reception; New University Union MPR; Time: 4 to 6 p.m. |
| October 15 | Deadline for insertion of documentation into the WPAF for candidates for promotion and/or tenure. |
| November 12 | Veterans Day Observed – University closed (Monday) |
| November 13 | Submission of candidate's dossier for 1st and 2nd year retention. |
| 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 tenure and/or promotion candidates due in the office of the Chair. |
| November 20 | Applications for sabbatical leave and difference in pay leave for 2019-2020 due in the Office of the Provost and Vice President, Academic Affairs. |
| November 22 | Thanksgiving Recess – (19-23) University closed (Thursday-Friday) |
| December 1 | Department Committee's recommendations on 1st and 2nd year retention candidates due in the office of the Chair. |
| December 15 | Department Chair's recommendations on tenure candidates due in the Office of the College Dean. |

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| 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 17 | Department Committee's recommendation on range elevation consideration due to the Department Chair. |
| December 21 | Grades due |
| Dec. 24-Jan. 1 | Fall/Winter Holiday Recess |
| Spring 2019 | President notifies applicants of decisions on applications for sabbatical leaves and difference-in-pay leaves for 2019-2020. |
| January 21 | Martin Luther King, Jr. Day – University closed (Monday) |
| January 22 | Department Chair's recommendation on range elevation consideration due in the Office of the College Dean. |
| January 22 | Submission of candidate's dossier on 3rd, 4th and 5th year retention. |
| January 23 | Last day to enter Preliminary Schedule of Classes in PeopleSoft for Fall Semester, 2019. |
| 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 5 | College Dean's recommendations on 2nd year retention candidates due in the Office of the Provost and Vice President, Academic Affairs. |
| February 11 | 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
- April 1 Cesar Chavez Day Observed – University closed (Monday)
- Spring 2019 Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2019-2020; 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 2019 Election of representative to the University Tenure and Promotion Committee 2019-2020 – “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 2019 Election of representative to the College Promotion and Tenure Committee 2019-2020 – “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 2019 Election of Department RTP Committee 2019-2020, 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 15 University Committee's recommendations on tenure candidates due in the Office of the Provost and Vice President, Academic Affairs.
- April 15 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Peer Review Committee's Memorandum due to Dean and Faculty member NO LATER THAN April 15.
- 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 2019-2020 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 2019-2020 in group meetings with the Provost and Vice President, Academic Affairs. (Discussions may continue into the summer.)
- May 17-19 Commencement. (Details posted later.)

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| May 21 | Grades due |
| May 24 | Last day of Spring Semester |
| May 24 | Evaluation of Tenured Faculty (Post-tenure Review): Copy of Dean's memorandum to faculty member <u>NO LATER THAN May 24.</u> |
| May 27 | Memorial Day – University closed (Monday) |
| May 29 | Evaluation of Tenured Faculty (Post-tenure Review): Dean's or Dean's Designee's meeting with faculty member <u>NO LATER THAN end of Spring Semester.</u> |
| May 31 | Candidates being considered for tenure are notified of decision. |
| June 3 | Candidates for 3rd, 4th and 5th year retention are notified of decision. |
| June 3 | 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, 2018 through June 30, 2019. |
| June 7 | Evaluations of Tenured Faculty (post-tenure review) due in the Office of the Provost and Vice President, Academic Affairs. |
| June 12 | 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 12, 2019. |
| June 12 | Evaluation of Tenured Faculty (Post-tenure Review): Documentation returned to faculty member <u>NO LATER THAN end of Spring Semester.</u> |
| June 14 | Candidates being considered for promotion are notified of decision. |
| June 28 | 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 28, 2019. The appraisals will cover the period that began July 1, 2018. |
| July 1 | Performance appraisals for all non-faculty employees are due in the Office of Human Resources. |

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."