

CALIFORNIA STATE UNIVERSITY, EAST BAY

ACADEMIC-ADMINISTRATIVE CALENDAR 2017-2018

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 4 Labor Day – University closed

September 5 Grades Due (end of Summer Quarter, 2017)

September 12-13 New Faculty Orientation (Library Upper Mall – SCAA; 8:30 am – 4 pm)

September 13 Department Chair Academy (UU 102; 9:30 am)

September 14 Back to the Bay (VBT 124, 8:30 am – 4 pm)

September 18 First day of Fall Quarter, 2017; Fall Convocation, University Theatre (9 am)

September 20 First day of classes for Fall Quarter, 2017

October 2 Submission of candidate's dossier to the chair for promotion and/or tenure.

October 3 Faculty Welcome and Recognition 4-6 pm

October 16 Last day to enter Preliminary Schedule of Classes in PeopleSoft for Winter Quarter, 2018

October 23 Deadline for insertion of documentation into the WPAF for candidates for promotion and/or tenure.

November 10 Veterans Day – University closed

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 promotion and/or tenure candidates due in the office of the Chair.

November 20 [Applications for sabbatical leave and difference in pay leave](#) for 2018-2019 due in the Office of the Provost and Vice President, Academic Affairs.

November 23	Thanksgiving Recess – (23-24) University closed
December 1	Department Committee's recommendations on 1st and 2nd year retention candidates due in the office of the Chair.
December 11	Department Chair's recommendations on tenure candidates due in the Office of the College Dean.
December 12	Grades due (end of Fall Quarter, 2017)
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.
Dec. 25-Jan. 1	Fall/Winter Holiday Recess
January 2	First day of classes for Winter Quarter, 2018
Winter 2018	President notifies applicants of decisions on applications for sabbatical leaves and difference-in-pay leaves for 2018-2019.
January 15	Martin Luther King, Jr. Day – University closed
January 16	Department Chair's recommendation on range elevation consideration due in the Office of the College Dean.
January 16	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 Spring Quarter, 2018.
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 1st and 2nd year retention candidates due in the Office of the Provost and Vice President, Academic Affairs.
February 12	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 19	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 20 Grades due – last day of Winter Quarter, 2018
- March 26 First day of classes for Spring Quarter, 2018**
- March 30 Cesar Chavez Day – University closed
- Spring 2018 Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2018-2019; 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 2018 Election of representative to the University Tenure and Promotion Committee 2018-2019 – "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 2018 Election of representative to the College Promotion and Tenure Committee 2018-2019 – "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 2018 Election of Department RTP Committee 2018-2019, 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 16 University Committee's recommendations on tenure candidates due in the Office of the Provost and Vice President, Academic Affairs.
- April 16 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Peer Review Committee's Memorandum due to Dean and Faculty member NO LATER THAN April 16.
- 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 2018-2019 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 2018-2019 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 28 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, 2017 through June 30, 2018.
- June 15 Candidates being considered for promotion are notified of decision.
- June 9 Commencement (Details to be posted at a later date)
- 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, 2018.
- June 12 [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 12 [Evaluation of Tenured Faculty](#) (Post-tenure Review): Documentation returned to faculty member NO LATER THAN end of Spring Quarter.
- June 12 [Evaluations of tenured faculty](#) (post-tenure review) due in the Office of the Provost and Vice President, Academic Affairs.
- June 12 Grades due – last day of Spring Quarter, 2018
- June 29 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 29, 2018. The appraisals will cover the period that began July 1, 2017.
- July 2 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.”