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 6  Deadline for submission of student evaluations to Testing Office for 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 ___  Faculty Honors and Reception; New University Union MPR; Time: _____
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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 23</td>
<td>Thanksgiving Recess – (23-24) University closed</td>
</tr>
<tr>
<td>December 1</td>
<td>Department Committee’s recommendations on 1st and 2nd year retention candidates due in the office of the Chair.</td>
</tr>
<tr>
<td>December 11</td>
<td>Department Chair’s recommendations on tenure candidates due in the Office of the College Dean.</td>
</tr>
<tr>
<td>December 12</td>
<td>Grades due (end of Fall Quarter, 2017)</td>
</tr>
<tr>
<td>December 13</td>
<td>Deadline for submission of student evaluations to Testing Office for Fall Quarter, 2017.</td>
</tr>
<tr>
<td>December 15</td>
<td>Department Chair’s recommendations on 1st and 2nd year retention candidates due in the Office of the College Dean.</td>
</tr>
<tr>
<td>December 15</td>
<td>Department Chair’s recommendations on promotion candidates due in the Office of the College Dean.</td>
</tr>
<tr>
<td>December 15</td>
<td>Department Committee’s recommendation on range elevation consideration due to the Department Chair.</td>
</tr>
<tr>
<td>Dec. 25-Jan. 1</td>
<td>Fall/Winter Holiday Recess</td>
</tr>
<tr>
<td><strong>January 2</strong></td>
<td><strong>First day of classes for Winter Quarter, 2018</strong></td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King, Jr. Day – University closed</td>
</tr>
<tr>
<td>January 16</td>
<td>Department Chair’s recommendation on range elevation consideration due in the Office of the College Dean.</td>
</tr>
<tr>
<td>January 16</td>
<td>Submission of candidate’s dossier on 3rd, 4th and 5th year retention.</td>
</tr>
<tr>
<td>January 23</td>
<td>Last day to enter Preliminary Schedule of Classes in PeopleSoft for Spring Quarter, 2018.</td>
</tr>
<tr>
<td>January 25</td>
<td>College Committee’s recommendations (if required) on 1st and 2nd year retention candidates due in the Office of the College Dean.</td>
</tr>
<tr>
<td>February 1</td>
<td>Deadline for insertion of documentation into the dossier for 3rd, 4th and 5th year retention candidates.</td>
</tr>
<tr>
<td>February 5</td>
<td>College Dean’s recommendations on 1st and 2nd year retention candidates due in the Office of the Provost and Vice President, Academic Affairs.</td>
</tr>
<tr>
<td>February 12</td>
<td>College Committee’s recommendations on tenure candidates due in the Office of the College Dean.</td>
</tr>
<tr>
<td>February 15</td>
<td>Candidates for 1st and 2nd year retention are notified of decision.</td>
</tr>
<tr>
<td>February 15</td>
<td>College Dean’s recommendation on range elevation consideration due in the Office of the Provost and Vice President, Academic Affairs.</td>
</tr>
<tr>
<td>February 19</td>
<td>College Committee’s recommendations on promotion candidates due in the Office of the College Dean.</td>
</tr>
</tbody>
</table>
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 21  Deadline for submission of student evaluations to Testing Office for 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.
July 2  
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:


“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.”

Academic Affairs
July 2017
SA 4300
jat