



ACADEMIC CALENDAR 2022-2023

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. The deadline to enter the Spring Semester class schedule into PeopleSoft is noted in this calendar.

Aug 11	Back to the Bay
Aug 17	First day of classes for Fall Semester
Aug 30	Last day to inform faculty of evaluation criteria
Sept 5	Labor Day; University closed (Monday)
Sept 15	Tenured Faculty notified of their eligibility for post-tenure review
Sept 15	Dossiers due in Blackboard/Interfolio for Tenure and/or Promotion
Sept 20	Last day to insert materials in dossier or WPAF for tenure and/or promotion
Sept 20	Last day for submission of dossier index and CV for tenure and/or promotion to the Provost's Office
Sept 21	Beginning of review of tenure and promotion cases by Dept. Committee
Sept 25	Preliminary Schedule of Classes for Spring 2023 due in PeopleSoft
Oct 11	Fall Faculty Honors & Welcome event
Oct 12	Dept. Committee recommendations for tenure and/or promotion due to Dept. Chair
Oct 14	Lecturers eligible for range elevation are notified
Oct 14	Textbook Adoptions for Intercession and Spring Semester due to Bookstore
Oct 17	Dossiers due in Interfolio for 1st and 2nd year retention
Oct 20	Last day to insert materials in dossier or WPAF for 1st and 2nd year retention
Oct 20	Last day for submission of dossier index and CV for 1st and 2nd year retention to the Provost's Office
Oct 21	Beginning of review of 1st and 2nd year retention cases by Dept. Committee

Nov 1	Sabbatical and difference-in-pay leave applications due to the Provost's Office
Nov 11	Veterans Day observed - University closed (Friday)
Nov 14	Dept. Committee's recommendations on 1st and 2nd year retention cases due to Dept. Chair
Nov 14	Dept. Chair recommendations on tenure and/or promotion cases due to College Comm
Nov 14	Beginning of review of tenure and/or promotion cases by College Committee
Nov 14	Beginning of review of 1st and 2nd year retention cases by Dept. Chair
Nov 15	Range Elevation applications due to Dept. Chair
Nov 21	Fall Recess – (21-25); University closed (Nov 24-25)
Dec 5	Range Elevation recommendations from Dept. Committee due to Dept. Chair
Dec 8	Dept. Chair recommendations on 1st and 2nd year retentions cases due to College Dean
Dec 9	Beginning of review of 2nd year retention cases by College Dean
Dec 13	Grades due for Fall Semester
Dec 16	Last duty day for faculty for the Fall Semester 2021
Dec 26	Holiday Break (University closed Dec 26 - Jan 2)
Jan 3-13	Intercession
Jan 16	Martin Luther King Day; University closed (Monday)
Spring 2023	Requests for new faculty positions are prepared in consultation with Departments and forwarded to the Provost's Office
Spring 2023	Elect Search Committee of tenure-track faculty for tenure-track searches authorized for following AY; 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. Chairs convene committees and schedule future meetings. (See Tenure-track Search Process Guidelines issued by the Office of Academic Affairs)
Spring 2023	Election of representative to the University Tenure and Promotion Committee for following AY. "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 April 15." (see 12.1.2 of the CSUEB RTP Policy and Procedures document 19-20 FAC 16)
Spring 2023	Election of representative to the College Promotion and Tenure Committee "–Department elections for members of the College Committee shall take place not later than May 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 document 19-20 FAC 16)

Spring 2023	Election of Department RTP Committee for following AY, after representative to the College Promotion and Tenure Committee is elected (see 10.1.4 of the CSUEB RTP Policy and Procedures document 19-20 FAC 16)
Jan 17	First Day of Classes, Spring Semester 2023
Jan 17	Begin review process for Temporary Faculty
Jan 23	Dossiers due in Blackboard/Interfolio for 3rd, 4th, and 5th year retention
Jan 25	Range Elevation recommendations from Dept. Chair due to the Dean's Office
Jan 27	Last day to insert materials in dossier or WPAF for 3rd, 4th, and 5th year retention
Jan 27	Last day for submission of dossier index and CV to the Provost's Office for 3rd, 4th and 5th year retention
Jan 30	Beginning of review by Dept. Committee for 3rd, 4th, and 5th year retention
Feb 1	College Committee's recommendations on tenure and/or promotion due to College Dean's Office
Feb 1	College Dean's recommendations on 2nd year retention due to Provost's Office
Feb 2	Beginning of review of tenure and/or promotion cases by College Dean
Feb 15	Provost's letters for 1st and 2nd year retention due to the candidates
Feb 15	Post-tenure review starts: Faculty member's documentation due to Dept. (Process is also known as Evaluation of Tenured Faculty 19-20 FAC 12 amended)
Feb 15	FERP (Faculty Early Retirement Program) applications due
Feb 20	Dean's recommendations on range elevation due to the Provost
March 1	College Dean's recommendations on tenure and/or promotion due to University T&P Committee
March 1	Dept. Committee's recommendations on 3rd, 4th, and 5th year retention due to Dept. Chair
March 2	Beginning of review by Dept. Chair of 3rd, 4th, and 5th year retention cases
March 3	Preliminary schedule of classes for Summer/Fall due in PeopleSoft
March 7	Peer/Dept evaluation of Temporary Faculty due to Lecturers
March 15	Dept. Chair's recommendations on 3rd, 4th, and 5th year retention due to College Dean
March 15	Provost's recommendations on range elevation due to candidates
March 15	Peer Committee's reviews of post-tenure candidates due to the College Dean
March 16	Beginning of review by College Dean of 3rd, 4th and 5th year retention cases

March 20	Dept. Chair reviews of lecturers due to the lecturers
March 27-31	Spring Recess
March 31	Cesar Chavez Day; University closed (Friday)
April 3	Dean's Office review of lecturers due to the lecturers
April 14	Lecturer reviews (and rebuttals) due to the Provost
April 14	Textbook adoptions due to the Bookstore for summer and Fall 2023
April 17	University Committee's recommendations on tenure and/or promotion due to the Provost
April 17	University Committee's recommendations on promotion candidates due in the Provost's Office
April, third week	Week of Scholarship Awards 12 noon MPR
April, third week	Student Honors Ceremony
April 24	College Dean's memorandum on post-tenure review due to the faculty member
May 1	Full and part-time lecturer position announcements for next AY are due in Page Up
May 8	Provost's recommendations on tenure and/or promotion due to the President
May 10	College Deans recommendations for 3rd, 4th and 5th year retention cases are due to the Provost
May 11-14	Commencement
May 16	Grades due
May 19	Last duty day for faculty for Spring Semester 2023
May 19	Last day by which the College Dean should meet with post-tenure review candidates; post-tenure documentation is returned to the faculty member
May 29	Memorial Day; University closed (Monday)
June 1	President's letters on tenure due to the candidates
June 1	Provost's letters on 3rd, 4th and 5th year retention due to the candidates
June 1	Post-tenure reviews are due in the Provost's Office
June date under discussion	Start of Summer Session 2023

June date under discussion	MPP self-evaluations are due in the Provost's Office
June 15	President's letters on promotion due to the candidates
OTHER IMPORTANT TIMELINES TO NOTE	
Appointment and Review of Department Chairs Policy and Procedures 16-17 FAC 5	
Policy for Distributing Assigned Time for Exceptional Levels of Service to Students 21-22 FAC 12	

Academic Affairs
July 2022
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