CALIFORNIA STATE UNIVERSITY, EAST BAY

ACADEMIC CALENDAR 2021-2022
(Revised 6/15/2021)

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. https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5OuLbo5D4N02tAxQxdWpM/edit

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.

August 12  Back to the Bay
August 17  First day of Fall Semester
August 18  First day of classes for Fall Semester
August 31  Last day to inform faculty of evaluation criteria
Sept. 6    Labor Day – University closed (Monday)
Sept. 15   Dossiers due in Blackboard 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. 27   Preliminary Schedule of Classes for Spring 2022 due in PeopleSoft
Oct. 12    Dept. Committee recommendations for tenure and/or promotion due to Dept. Chair
Oct. 15    Dossiers due in Blackboard for 1st and 2nd year retention.
Oct. 15    Lecturers eligible for range elevation are notified
Oct. 18    Textbook Adoptions for Intercession and Spring Semester due to Bookstore
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. 2     Sabbatical and difference-in-pay leave applications due to the Provost’s Office
Nov. 11 Veterans’ Day observed - University closed (Thursday)

Nov. 12 Dept. Committee's recommendations on 1st and 2nd year retention cases due to Dept. Chair

Nov. 12 Dept. Chair recommendations on tenure and/or promotion cases due to College Comm.

Nov. 15 Beginning of review of tenure and/or promotion cases by College Committee

Nov. 15 Beginning of review of 1st and 2nd year retention cases by Dept. Chair

Nov. 15 Range Elevation applications due to Dept. Chair

https://drive.google.com/file/d/1BfXlv-ZBEKhJpfN9JLhEECBaHKA8Rzl6/view

Nov. 22 Fall Recess – (22-26); University closed (Nov. 25-26)

Dec. 6 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. 14 Grades due for Fall Semester

Dec. 17 Last duty day for faculty for the Fall Semester 2021

Dec. 20- Holiday Break (University closed Dec. 24-Jan. 2)

Jan. 3-14 Intercession

Jan. 17 Martin Luther King Day (University closed)

Jan. 18 First Day of Classes, Spring Semester 2022

Jan. 24 Dossiers due in Blackboard 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. 28 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)  
https://docs.google.com/document/d/1agMVsGRTwKkPXKg5wFNCjt74AHpi3cmaRXysiY2h268/edit

Feb. 15  FERP (Faculty Early Retirement Program) applications due  

Feb. 21  Dean’s recommendations on range elevation due to the Provost

March 1  Preliminary schedule of classes for Summer/Fall due in PeopleSoft

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 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 22  Dept. Chair reviews of lecturers due to the lecturers

March 31  Cesar Chavez Day (University closed)

Spring 2022  Requests for new faculty positions are prepared in consultation with Departments and forwarded to the Provost’s Office

Spring 2022  Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2022-2023; 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 2022  Election of representative to the University Tenure and Promotion Committee 2022-2023--" 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)  
https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5OuLbo5D4N02tAxQxdWpM/edit

Spring 2022  Election of representative to the College Promotion and Tenure Committee 2022-2023  
“—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)

https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5Oulbo5D4N02tAxQxdWpM/edit

Spring 2022
Election of Department RTP Committee 2022-2023, after representative to the College Promotion and Tenure Committee is elected (see 10.1.4 of the CSUEB RTP Policy and Procedures document)

https://docs.google.com/document/d/1NCn22jKNzPgPmtwPwX-3qT5Oulbo5D4N02tAxQxdWpM/edit

April 5
Dean’s Office review of lecturers due to the lecturers

April 15
University Committee’s recommendations on tenure and/or promotion due to the Provost

April 18
Lecturer reviews (and rebuttals) due to the Provost

April 18
Textbook adoptions due to the Bookstore for summer and Fall 2022

April 25
College Dean’s memorandum on post-tenure review due to the faculty member

May 1
University Committee’s recommendations on promotion candidates due in the Provost’s Office

May 3
Full and part-time lecturer position announcements for 2022-2023 are due in the Provost’s Office

May 6
College Dean’s review due to the lecturers

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 13-15
Commencement

May 17
Grades due

May 20
Last duty day for faculty for Spring Semester 2022

May 20
Last day by which the College Dean should meet with post-tenure review candidates; post-tenure documentation is returned to the faculty member

May 30
Memorial Day (University closed)

June 1
Start of Summer Session 2022

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 6  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:

Department Chair review and appointment at this link:  
https://drive.google.com/file/d/1AbYQHk-lain2RijZulQV7Ge1sPt6ejAc/view

Exceptional Levels of Service to Students at this link:  
https://docs.google.com/document/d/1HYWtiW6gqfjR-IE_Q8tSMx8xtfrwbOJCoxixjCyh7YE/edit

Academic Affairs
June 2021
SA 4300/jat