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://drive.google.com/file/d/18IJDZnjiSlj6ov0MjHRF4eO0cJ-HG9AV/view](https://drive.google.com/file/d/18IJDZnjiSlj6ov0MjHRF4eO0cJ-HG9AV/view)

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 13</td>
<td>Back to the Bay</td>
</tr>
<tr>
<td>Aug. 17</td>
<td>Fall Convocation</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>First Day of Classes (Fall 2020)</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Last day to inform faculty of evaluation criteria</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Labor Day – University closed (Monday)</td>
</tr>
<tr>
<td>Sept. 25</td>
<td>Preliminary Schedule of Classes for Spring 2021 due in PeopleSoft</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Dossiers due in Blackboard for Tenure and/or Promotion</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Last day to insert materials in Dossier or WPAF for tenure and/or promotion</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Lecturers eligible for range elevation are notified</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Textbook Adoptions for Intercession and Spring due to Bookstore</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Sabbatical and difference in pay leave applications due to Provost's Office</td>
</tr>
<tr>
<td>Nov. 10</td>
<td>Dossiers due in Blackboard for 1st and 2nd year retention</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Veterans’ Day observed—University closed</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Last day to insert materials in Dossier or WPAF for 1st and 2nd year retention</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Department Committee letters due to Chair for tenure and/or promotion</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Range Elevation Committee letters due to Chair</td>
</tr>
<tr>
<td>Nov. 23</td>
<td>Fall recess (Nov. 23-27), University closed (Nov. 26-27)</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Department Committees’ retention letters due for Chair for 1st and 2nd candidates</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Range Elevation letters from Dept. Committees due to Department Chair</td>
</tr>
</tbody>
</table>

[https://drive.google.com/file/d/1BfXlv-ZBEKhJpfN9JlhEECBaHKA8RzJ6/view](https://drive.google.com/file/d/1BfXlv-ZBEKhJpfN9JlhEECBaHKA8RzJ6/view)
Dec. 15  Department Chairs’ letters due on tenure and promotion to Dean’s Office
Dec. 15  Department Chairs’ letters due on 1st and 2nd year retention to Dean’s Office
Dec. 15  Grades Due for Fall Semester
Dec. 18  Last Duty Day for Faculty for the Fall Semester
Dec. 21-  Holiday Break (University closed Dec. 24-Jan. 4)
Jan. 4-15  Intercession
Jan 18  Martin Luther King Day (University closed)
Jan. 19  First Day of Classes, Spring 2021
Jan. 22  Dossiers due in Blackboard for 3rd-5th year retention
Jan. 25  Range Elevation letters from Dept. Chair due to Dean’s Office
Jan. 25  College Committee’s letter due (if required) on 1st and 2nd year retention
Cases to Dean’s office
Feb. 1  Last day to insert to insert materials in Dossiers for 3rd-5th year retention
Feb. 5  Dean’s letters on 2nd year retention due to Provost
Feb. 10  College Committees’ letters due to Dean on tenure
Feb. 15  Provost’s letters due to 1st-2nd year retention candidates
Feb. 15  Post tenure review starts: Faculty member’s documentation due to Dept. (Process is also known as Evaluation of Tenure Faculty)
https://docs.google.com/document/d/1agMVsGRTwKkPXKg5wFNCjt74AHpi3cmaRXysiY2h268/edit
Feb. 15  FERP applications due
Feb. 17  College Committees’ letters due to Dean on promotion
Feb. 22  Dean’s recommendation on range elevation due to Provost
Mar. 1  Dept. committees’ recommendations on 3rd-5th year retention due to Chair
Mar. 1  Preliminary schedule of classes for Summer/Fall due in PeopleSoft
Mar. 8  Department Review of Lecturers due to Lecturer
Mar. 8  Dean’s letter due on tenure to University RTP Committee
Mar. 15  Dean’s letter due on promotion to University RTP Committee
Mar. 15  Chairs’ letters on 3rd-5th year retention due to Dean
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>Mar. 15</td>
<td>Provost’s recommendation on range elevation due to candidates</td>
</tr>
<tr>
<td>Mar. 15</td>
<td>Peer Committee review of Post-tenure candidates due to Dean</td>
</tr>
<tr>
<td>Mar. 22</td>
<td>Department Chair Review of Lecturers due to Lecturers</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Cesar Chavez Day (University closed)</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Elect Search Committee of tenure-track faculty for tenure-track searches authorized for 2021-2022; 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.)</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Election of representative to the University Tenure and Promotion Committee 2021-2022 – “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)</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Election of representative to the College Promotion and Tenure Committee 2021-2022 – “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)</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Election of Department RTP Committee 2021-2022, after representative to the College Promotion and Tenure Committee is elected (see 10.1.4 of the CSUEB RTP Policy and Procedures)</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Requests for new faculty positions are prepared in consultation with Departments and forwarded to the Provost</td>
</tr>
<tr>
<td>April 5</td>
<td>Dean’s Office Review of Lecturers due to Lecturers</td>
</tr>
<tr>
<td>April 15</td>
<td>University Committee’s letters on tenure due to Provost</td>
</tr>
<tr>
<td>April 16</td>
<td>Lecturer reviews (and rebuttals) due to Provost</td>
</tr>
<tr>
<td>April 16</td>
<td>Textbook Adoptions due to Bookstore for Summer and Fall 2021</td>
</tr>
<tr>
<td>April 26</td>
<td>Dean’s memorandum on post-tenure review due to faculty member</td>
</tr>
<tr>
<td>April 26</td>
<td>College committee’s recommendations (if required) on candidates for 3rd-5th year retention due to Dean</td>
</tr>
<tr>
<td>May 3</td>
<td>Full and part-time lecturer position announcements for 2021-2022 due to Provost</td>
</tr>
<tr>
<td>May 3</td>
<td>University Committee letters on promotion due to Provost</td>
</tr>
<tr>
<td>May 6</td>
<td>Dean’s review sent to lecturers</td>
</tr>
<tr>
<td>May 10</td>
<td>Provost’s letters on tenure due to President</td>
</tr>
<tr>
<td>May 10</td>
<td>Dean’s letters on 3rd-5th year retention due to Provost</td>
</tr>
</tbody>
</table>
May 14-16  Commencement
May 17  Provost’s letters on promotion due to President
May 18  Grades due
May 21  Last duty day for faculty Spring 2021
May 21  Last day by which Dean should meet with post-tenure review candidates; post-tenure documentation is returned to faculty member
May 31  Memorial Day (University closed)
June 1  Start of Summer Session
June 1  President’s letters on tenure to candidates
June 1  Provost’s letters on 3rd-5th year retention due to candidates
June 1  Post-tenure reviews are sent to Provost
June 4  MPP self-evaluations sent to Provost
June 15  President’s letters on promotion to candidates

Other important timelines to note:

Department Chair review and appointment see:
https://drive.google.com/file/d/1AbYQHk-lain2RljZulQV7Ge1sPt6ejAc/view

Exceptional Levels of Service to Students:
https://docs.google.com/document/d/1HYWtiW6qfJR-lE_QBtSMx8xtfrwbOJCcXoiXCYh7YE/edit