

**ACADEMIC AFFAIRS
ADMINISTRATIVE CALENDAR
2009-2010**

Last updated July 30, 2009. For the most recent version view in Zimbra online.

Note to Departments: Dates are deadlines to PVPAA/UFPC/UBO offices.

Please check with your college office for internal deadlines.

Contact List

OAA Offices:

BID = Budget and Institutional Data for Academic Affairs

APS = Academic Personnel Services

ORGS = Office for Research and Graduate Studies

OAPUS = Office of Academic Programs and Undergraduate Studies

PVPAA = Provost and Vice President for Academic Affairs

Other:

UBO = University Budget Office

OEM = Office of Enrollment Management

OR = Office of the Registrar

AUGUST 2009			Contact
DAY	DEADLINE	ITEM	
Mon	Aug 03	(Summer 2009) grades due (by 12 midnight)	OR
Mon	Aug 03	Summer 2009 term ends	PVPAA
Fri	Aug 07	Final year-end budget report for 2008/09; use common template and ensure bottom line matches Hyperion	BID
Fri	Aug 07	Final year-end Lottery report for 2008/09; summarize by common expense categories	BID
Mon	Aug 17	Fall Semester Begins	PVPAA
Tue	Aug 18	(Fall) CONVOCATION @ 8:30 a.m. in John Van Duzer Theatre	PVPAA
Wed	Aug 19	(Fall) Revisions to lecturer transaction forms	APS
W-F	Aug 19-21	(Fall) HOP - Freshmen and transfers: Transfers register Aug 20; Freshmen register Aug 21	OR
Thu	Aug 20	Master's Program Orientation (3:00-5:00) - Goodwin Forum	ORGS
Mon	Aug 24	(Fall) Instruction begins	PVPAA
Mon	Aug 24	(Fall) Departments begin running weekly audits for Census clean-up and APDB report	APS
Fri	Aug 28	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30 Goodwin Forum)	OR/APS
Fri	Aug 28	Late Registration Ends	OR

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SEPTEMBER 2009			Contact
DAY	DEADLINE	ITEM	
Tue	Sep 01	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - Department Personnel Committee (IUPC) receives file	PVPAA
Wed	Sep 02	(Fall) Revisions to lecturer transaction forms due to Academic Personnel Services	APS
Fri	Sep 04	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30 Goodwin Forum)	OR/APS
Mon	Sep 07	<i>Labor Day Holiday - No Classes</i>	PVPAA
Tue	Sep 08	(Fall) Deadline: Add/drop without fee	OR
Tue	Sep 08	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - File closes	PVPAA
Tue	Sep 08	(Fall) Faculty Assigned Time forms due (except "excess enrollment")	APS
Fri	Sep 11	New course fee requests for Spring 2010; use Associated Students SFAC fee request form (part 1 and part 2)	BID
Fri	Sep 11	Spring Schedule Roll	OR
Mon	Sep 14 -Oct 23	Departments work on Spring Schedule	OR
Tue	Sep 15	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate	PVPAA
Tue	Sep 15	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - Department Chair recommendation to Dean with copy to candidate	PVPAA
Wed	Sep 16	(Fall) FINAL revisions to lecturer transaction forms due to Academic Personnel Services	APS
Fri	Sep 18	(Spring) Requests for large lecture rooms, computer labs, special room assignments for disabled faculty due	OR
Mon	Sep 21	(Fall) CENSUS	OR
Mon	Sep 21	Deadline to have NEW Spring Priority room Requests to Jane	OR
Wed	Sep 23	(Fall) Faculty Assigned Time for "excess enrollment" due	APS
Fri	Sep 25	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - College Personnel Committee/Dean receives file	PVPAA
Fri	Sep 25	(Spring) Large lecture room, computer lab, and disabled faculty room assignments back to departments	OR
Mon	Sep 28	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - Department Personnel Committee (IUPC) receives file	PVPAA
Mon	Sep 28	(Spring) SCHEDULE 25 profile deadline for updates to Jane	OR
Mon	Sep 28	(Fall) APDB print to dept/colleges for review/updates	APS

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OCTOBER 2009			Contact
DAY	DEADLINE	ITEM	
Fri	Oct 02	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30 Goodwin Forum)	OR/APS
Mon	Oct 05	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - File closes	PVPAA
Mon	Oct 05	(Spring) SCHEDULE 25 extract deadline	OR
Mon	Oct 05	Sabbatical Leave for 2010/2011: Faculty applications due to Academic Personnel Services (original + 6 copies); Department Chairs (1 copy), Deans (1 copy) by 5:00 p.m. (plus 1 electronic copy to be sent to APS)	APS
Tue	Oct 06	(Spring) Special Topics course descriptions due to Kris Bush	OR
Wed	Oct 07	(Spring) SCHEDULE 25 room assignment results back to Departments	OR
Wed	Oct 07	(Fall) APDB final corrections; final "bypass" sections to APS	APS
Mon	Oct 12	Departments Class Schedule Audits through October 23	OR
Fri	Oct 16	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF). - College personnel committee recommendation addressed to UFPC with copy to candidate	PVPAA
Fri	Oct 16	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - Dean recommendation addressed to Vice President with copy to candidate	PVPAA
Fri	Oct 16	Budget projections for 2009/10; use common template	BID
Mon	Oct 19	Sabbatical Leave: Department commentary regarding impact on the department to College/Library Dean	APS
Fri	Oct 23	(Spring) Final deadline Class Schedule updates	OR
Sat	Oct 24	Fall Admission Day	OEM
Mon	Oct 26	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF). - University Faculty Personnel Committee (UFPC) receives file	PVPAA
Tue	Oct 27	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - Department Personnel committee recommendation addressed to College Personnel committee with copy to candidate	PVPAA
Tue	Oct 27	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - Department Chair recommendation addressed to Dean with copy to candidate	PVPAA
Wed	Oct 28	(Fall) APDB submitted to the Chancellor's Office	APS
Fri	Oct 30	Online class schedule available	OR
Fri	Oct 30	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30 Goodwin Forum)	OR/APS

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NOVEMBER 2009			Contact
DAY	DEADLINE	ITEM	
Mon	Nov 02	Group VI. Promotion of Tenured Faculty - (WPAF) - Department Personnel Committee (IUPC)	PVPAA
Mon	Nov 02	Curriculum changes for 2010/2011 due to ICC (Integrated Curriculum Committee) at SH 216G	OAPUS
Mon	Nov 02	(Spring) Unit II spring vacancy announcements due to APS for posting prio to end of Fall term	APS
Mon	Nov 02	Sabbatical Leave: Deans' recommendations to Provost/Vice President with reasons for approval or denial. Copy to the applicant.	APS
Mon	Nov 02	Sabbatical Leave: Professional Leave Committee's recommendations to Provost/Vice President, with reasons for approval or denial. Copy to applicant	APS
Mon	Nov 02 -Dec 04	(Spring) Faculty advising for continuing students/Web registration	OR
Fri	Nov 06	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - College Personnel committee/Dean recieves file	PVPAA
Mon	Nov 09	Group VI. Promotion of Tenured Faculty - (WPAF) - File closes	PVPAA
Mon	Nov 09	Sabbatical Leave: Applicant response to recommendation of Dean to Provost/Vice President	APS
Mon	Nov 09	Sabbatical Leave: Applicant response to recommendation of Professional Leave Committee due to Provost/Vice President	APS
Wed	Nov 11	<i>VETERAN'S DAY OBSERVANCE</i>	PVPAA
Mon	Nov 16 -Dec 04	(Spring) Web registration for continuing students	OR
Mon	Nov 23 -27	<i>THANKSGIVING BREAK - No Classes</i>	PVPAA

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DECEMBER 2009			Contact
DAY	DEADLINE	ITEM	
Tue	Dec 01	Lecturer transaction forms for temporary faculty due (for January payment)	APS
Fri	Dec 04	Monthly Information Exchange meeting with College/Department coordinators	OR/APS
Fri	Dec 04	New course fee requests for Fall/Summer 2010; use Associated Students SFAC fee request form (part 1 and part 2)	BID
Mon	Dec 07	Sabbatical Leave: Vice President/Provost's decision due to applicant, with reasons for approval or denial; copy of decision to department and Professional Leave Committee.	APS
Mon	Dec 07	Separation forms due for faculty/GA/TA & ISA students (separate form) not continuing in Spring 2010	APS
Tue	Dec 08	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - UFPC recommendation addressed to Vice President with copy to candidate	PVPAA
Fri	Dec 11	All colleges should ensure that the PDP process is completed for new Probationary Faculty	PVPAA
Mon	Dec 14	(Fall) Final Examinations	PVPAA
Mon	Dec 14	Summer 2010 Schedule Roll	OR
Mon	Dec 14	Sabbatical Leave: Applicant Request for Reconsideration with supporting Rationale to Provost/Vice President	APS
Fri	Dec 18	Group VI. Promotion of Tenured Faculty - (WPAF) - Department Personnel committee recommendation addressed to college personnel committee with copy to candidate	PVPAA
Fri	Dec 18	Group VI. Promotion of Tenured Faculty - (WPAF) - Department Chair recommendation addressed to Dean with copy to candidate	PVPAA
Fri	Dec 18	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - College personnel committee recommendation addressed to UFPC with copy to candidate	PVPAA
Fri	Dec 18	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - Dean recommendation addressed to Vice President with copy to candidate	PVPAA
Fri	Dec 18	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) -Vice President receives file	PVPAA
Sat	Dec 19	Evaluation Day (academic)	PVPAA
Mon	Dec 21	Grading Days (academic)	PVPAA
Tue	Dec 22	(Fall) Grades due to Office of the Registrar (by 12 midnight)	OR
Tue	Dec 22	(Fall) Semester ends	PVPAA
Mon	Dec 28	<i>Holiday Closure</i>	PVPAA
	TBA	Curriculum updates in PeopleSoft for Fall 2010	OAPUS

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JANUARY 2010			Contact
DAY	DEADLINE	ITEM	
Fri	Jan 01	<i>New Year's Day Holiday Closure</i>	PVPAA
Mon	Jan 04	Group VI. Promotion of Tenured Faculty - (WPAF) - College Personnel Committee/Dean receives file	PVPAA
Mon	Jan 04	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - University Faculty Personnel Committee (UFPC) receives file	PVPAA
Mon	Jan 11	Budget projections for 2010/11; use common template	BID
Wed	Jan 13	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - Department Personnel Committee receives file	PVPAA
Wed	Jan 13	(Spring) Semester begins	PVPAA
Wed	Jan 13	Group II. - Retention (Reappointment) for New Probationary Faculty Appointed Fall 2009 - MODIFIED PERFORMANCE REVIEW - Department Personnel Committee receives file	PVPAA
Wed	Jan 13	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - Department Personnel Committee (IUPC) receives file	PVPAA
Wed	Jan 13	(Spring) Meetings, testing, advising, registration	PVPAA
Fri	Jan 15	Group II. - Retention (Reappointment) for New Probationary Faculty Appointed Fall 2009 - MODIFIED PERFORMANCE REVIEW - File closes	PVPAA
Fri	Jan 15	(Spring) Revisions to lecturer transaction forms due to Academic Personnel Services - NOON (firm deadline)	APS
Mon	Jan 18	<i>Martin Luther King, Jr.'s Birthday Holiday Closure</i>	PVPAA
Tue	Jan 19	(Spring) Instruction begins	PVPAA
Tue	Jan 19	(Spring) Departments begin running weekly audits for Census clean-up and APDB report	APS
Wed	Jan 20	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - File closes	PVPAA
Wed	Jan 20	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - File closes	PVPAA
Fri	Jan 22	Group II. - Retention (Reappointment) for New Probationary Faculty Appointed Fall 2009 - MODIFIED PERFORMANCE REVIEW - Department Personnel Committee recommendation addressed to Dean with copy to candidate	PVPAA
Fri	Jan 22	Group II. - Retention (Reappointment) for New Probationary Faculty Appointed Fall 2009 - MODIFIED PERFORMANCE REVIEW - Department Chair recommendation addressed to Dean with copy to candidate	PVPAA
Fri	Jan 22	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30)	OR/APS
Fri	Jan 29	Professional Development Plan - process for Continuing Probationary Faculty should be completed	PVPAA

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FEBRUARY 2010			Contact
DAY	DEADLINE	ITEM	
Mon	Feb 01	Group II. - Retention (Reappointment) for New Probationary Faculty Appointed Fall 2009 - MODIFIED PERFORMANCE REVIEW - College Dean or Equivalent Administrator receives file	PVPAA
Mon	Feb 01	(Spring) Faculty Assigned Time forms due (except "excess enrollment")	APS
Fri	Feb 05	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) -Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate	PVPAA
Fri	Feb 05	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - Department Chair recommendation addressed to Dean with copy to candidate	PVPAA
Fri	Feb 05	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate	PVPAA
Fri	Feb 05	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - Department Chair recommendation addressed to Dean with copy to candidate	PVPAA
Fri	Feb 05	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30)	OR/APS
Mon	Feb 08	Group I. - Continuing Probationary Faculty in the first year of a two-year reappointment PERIODIC EVALUATION - Department Personnel Committee receives file	PVPAA
Tue	Feb 09	Group VI. Promotion of Tenured Faculty - (WPAF) - College Personnel Committee recommendation addressed to UFPC with copy to candidate	PVPAA
Tue	Feb 09	Group VI. Promotion of Tenured Faculty - (WPAF) - Dean recommendation addressed to Vice President with copy to candidate	PVPAA
Fri	Feb 12	Group I. - Continuing Probationary Faculty in the first year of a two-year reappointment - PERIODIC EVALUATION - File closes	PVPAA
Fri	Feb 12	(Spring) FINAL revisions to lecturer transaction forms due to Academic Personnel Services - NOON - (firm deadline)	APS
Mon	Feb 15	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - College Personnel Committee/Dean receives file	PVPAA
Mon	Feb 15	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - College Personnel Committee/Dean receives file	PVPAA
Mon	Feb 15	Group II. - Retention (Reappointment) for New Probationary Faculty Appointed Fall 2009 - MODIFIED PERFORMANCE REVIEW - Dean or Equivalent Administrator decision due to candidate	PVPAA
Mon	Feb 15	Group III. Retention (Reappointment) For Continuing Probationary Faculty (Fall Semester Schedule) (WPAF) - Vice President decision due to candidate	PVPAA
Mon	Feb 15	Curriculum Updates for part-time pool recruitment course lists for 2010/2011 due to APS for posting to Web	APS
Mon	Feb 15	Deadline for faculty to apply for FERP for 2010/2011	APS
Mon	Feb 15	(Spring) Census	OR
Thu	Feb 18	(Spring) Faculty Assigned Time for "excess enrollment" due	APS
Fri	Feb 19	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - UFPC recommendation addressed to President with copy to candidate	PVPAA
Fri	Feb 19	Group VI. Promotion of Tenured Faculty - (WPAF) - UFPC receives file	PVPAA
Mon	Feb 22	Group I. - Continuing Probationary Faculty in the first year of a two-year reappointment - PERIODIC EVALUATION - Department Personnel Committee recommendation addressed to Dean with copy to candidate	PVPAA
Mon	Feb 22	Group I. - Continuing Probationary Faculty in the first year of a two-year reappointment - PERIODIC EVALUATION - Department Chair recommendation addressed to Dean with copy to candidate	PVPAA
Wed	Feb 24	Course lists for part-time pool recruitment for 2010/2011 posted on Web	APS
Thu	Feb 25	(Spring) APDB print to dept/colleges for review/updates	APS

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MARCH 2010			Contact
DAY	DEADLINE	ITEM	
Mon	Mar 01	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - Vice President receives file	PVPAA
Mon	Mar 01	Department submit Form 200 (Tenure-track) or Form 210 (Full-time Lecturer) to the Dean	APS
Mon	Mar 01	2010-11 Probationary and Full-Time Temp Recruitment Request (Form 200) due to Dean from Dept	APS
Thu	Mar 04	Group I. - Continuing Probationary Faculty in the first year of a two-year reappointment - PERIODIC EVALUATION - College Dean or Equivalent Administrator receives file	PVPAA
Fri	Mar 05	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30 Goodwin Forum)	OR/APS
Fri	Mar 12	Budget projections for 2009/2010; use common template	BID
Mon	Mar 15	<i>SPRING BREAK - No Classes</i>	PVPAA
Mon	Mar 15	Start of position inventory meetings with UBO by major unit to conclude in mid-April	BID
Mon	Mar 22	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - College Personnel Committee recommendation addressed to UFPC with copy to candidate	PVPAA
Mon	Mar 22	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - Dean recommendation addressed to Vice President with copy to candidate	PVPAA
Mon	Mar 22	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - College Personnel Committee recommendation addressed to UFPC with copy to candidate	PVPAA
Mon	Mar 22	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - Dean recommendation addressed to Vice President with copy to candidate	PVPAA
Mon	Mar 22	(Spring) APDB due to Chancellor's Office	APS
Mon	Mar 22 -Apr 16	(Fall) Faculty advising for continuing students	OR
Mon	Mar 29	Group VI. Promotion of Tenured Faculty - (WPAF) - UFPC recommendation addressed to President with copy to candidate.	PVPAA
Mon	Mar 29	Group I. - Continuing Probationary Faculty in the first year of a two-year reappointment - PERIODIC EVALUATION - Dean or Equivalent Administrator evaluation due to candidate	PVPAA
Mon	Mar 29	2010-11 Probationary and Full-Time Temp Recruitment Request due to AVP from Dean	APS
Mon	Mar 29	Dean Prioritizes Position Request submit to AVP Faculty Affairs	APS
Wed	Mar 31	<i>Cesar Chavez Holiday Closure</i>	PVPAA
TBD	TBD	Ads (placed by APS) run in Times-Standard for part-time pool	APS

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APRIL 2010			Contact
DAY	DEADLINE	ITEM	
Thu	Apr 01	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio)- University Faculty Personnel Committee receives file	PVPAA
Thu	Apr 01	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - University Faculty Personnel Committee (UFPC) receives file	PVPAA
Thu	Apr 01	Application deadline part-time pool recruitment cut-off for consideration for Summer, Fall & Spring positions.	APS
Fri	Apr 02	Deadline for Periodic Evaluation of Tenured Faculty (post-tenure review)	PVPAA
Fri	Apr 02	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30)	OR/APS
Mon	Apr 05	2010-11 Probationary and Full-Time Temp Recruitment Request due to Provost from AVP	APS
Mon	Apr 05	AVP Faculty Affairs Reviews all faculty requests for completeness to Provost	APS
Mon	Apr 5-16	(Fall and Summer) Continuing student registration	OR
Thu	Apr 08	Group VI. Promotion of Tenured Faculty - (WPAF)- Vice President receives file	PVPAA
Fri	Apr 9-10	Spring Preview	OEM
Mon	Apr 12	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - Vice President recommendation addressed to President with copy to candidate	PVPAA
Fri	Apr 16	Periodic Evaluations of Temporary Faculty completed by departments	PVPAA
Thu	Apr 22	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - President receives file	PVPAA
Fri	Apr 23	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF)- UFPC recommendation addressed to Vice President with copy to candidate	PVPAA
Fri	Apr 23	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - UFPC recommendation addressed to Vice President with copy to candidate	PVPAA
	TBA	Deans Council-Recommends Position Requests to Provost	APS
		Department chair evaluations of Deans due to Vice President/Provost	PVPAA

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MAY 2010			Contact
DAY	DEADLINE	ITEM	
Mon	May 03	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - Vice President receives file	PVPAA
Mon	May 03	Group VI. Promotion of Tenured Faculty - (WPAF) - Vice President recommendation addressed to President with copy to candidate	PVPAA
Mon	May 03	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - Vice President receives file	PVPAA
Mon	May 03	Summer Session A, Full Term & Special Session (1st half of term) appointment forms for faculty due to colleges.	APS
Mon	May 03	Provost decision on 2010-11 Probationary and Full-Time Temp Recruitment Request due to Deans	APS
Mon	May 03	Provost/AVP for Faculty Affairs provides decision on Position requests for 2010-2011 to Deans	APS
Fri	May 07	Report on Department Chair assignments for 2010/2011 due from colleges.	APS
Fri	May 07	(Spring) Separation forms due for all ISAs.	APS
Fri	May 07	(Spring) Separation forms due for faculty and TA/GA's with appointments ending Spring 2010	APS
Fri	May 07	Departments complete Fall 2010 transaction forms for lecturers, FERP's & Tas/Gas and provide copy to each employee (prior to end of semester)	APS
Fri	May 07	Monthly Information Exchange meeting with College/Department coordinators (9:00-10:30)	OR/APS
Mon	May 10	(Spring) Final Examinations	PVPAA
Wed	May 12	(Summer) Summer Unit II Appointment forms due in APS	APS
Thu	May 13	Group VI. Promotion of Tenured Faculty - (WPAF) - President receives file	PVPAA
Thu	May 13	Summer/Fall Part-time pool applicant spreadsheets due to APS	APS
Sat	May 15	Commencement	PVPAA
Mon	May 17	Evaluation Day (academic)	PVPAA
Tue	May 18	Grading Days (academic)	PVPAA
Wed	May 19	(Spring) Semester and Academic Year ends	PVPAA
Wed	May 19	(Spring) Grades due to Office of the Registrar (by 12 midnight)	PVPAA
Wed	May 19	Group VII. - Temporary Faculty Range Elevation (Range Elevation Portfolio) - Vice President decision due to candidate	PVPAA
Fri	May 28	OE distribution by department for 2010/11; use OE template with common object codes	BID
Mon	May 31	<i>Memorial Day Holiday Closure</i>	PVPAA
Mon	May 31	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - President tenure decision to candidate	PVPAA
Mon	May 31	Group V. - Retention with Tenure/Promotion - Includes Early Tenure (WPAF) - President promotion decision to candidate	PVPAA
Mon	May 31	Group IV. - Retention (Reappointment) for Continuing Probationary Faculty (Spring Semester Schedule) (WPAF) - Vice President decision due to candidate	PVPAA
Mon	May 31	UBO to finalize 2010/11 budget and freeze position inventory	BID
Mon	May 31	UBO deadline for 2009/10 budget transfers	BID
TBD	TBD	Fall 2010 transaction forms due to College (check with your college for due date)	APS
		Colleges submit Summer Session A, Fall term and Special Session (1st half of term) appointment forms to APS	APS
		(Summer 2010) Instruction begins	PVPAA
		(Summer 2010) Instruction begins	PVPAA
		Budget revisions (allocation transfers) due to the University Budget Office	UBO

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SUMMER 2010			Contact
DAY	DEADLINE	ITEM	
Tue	Jun 01	Summer session B & Special Session (2nd half of term) appointment forms for faculty due to colleges.	APS
Tue	Jun 01	Departments submit Records Disposition Schedule compliance certificate to APS	APS
Mon	Jun 07	Colleges submit summer session B & special session (2nd half of term) appointment forms for faculty to APS.	APS
Fri	Jun 11	Roll Forward from 2009/10; use roll forward template	BID
Mon	Jun 14	Group VI. Promotion of Tenured Faculty - (WPAF) - President promotion decision to candidate	PVPAA
Mon	Jun 14	Fall 2010 Lecturer transaction forms due to APS	APS
Mon	<i>Jul 05</i>	<i>Independence Day Holiday - No Classes</i>	PVPAA
		(Summer 2010) Session A ends	PVPAA
		(Summer 2010) Session B begins	PVPAA
		(Summer 2010) Instruction ends	PVPAA
		(Summer 2010) Summer term ends	PVPAA
		(Summer 2010) Grades due (by 12 midnight)	PVPAA
		(Summer 2010) HOP	OEM
		(Summer 2010) HOP - Freshmen only	OEM