

**ACADEMIC AFFAIRS  
ADMINISTRATIVE CALENDAR  
2007-2008**

**Note to Departments: Dates are deadlines to PVPAA/UFPC/UB0 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

UFPC = University Faculty Personnel Committee

OEM = Office of Enrollment Management

OR = Office of the Registrar

**AUGUST 2007**

DAY	DEADLINE	ITEM	CONTACT
M	Aug 06	(Summer 2007) grades due (by 12 midnight)	OR
M	Aug 06	Summer 2007 term ends	PVPAA
R	Aug 16	(Fall) CONVOCATION @ 8:30 a.m. in John Van Duzer Theatre	PVPAA
R-F	Aug 16 - 17	(Fall) HOP - Freshmen and transfers: Transfers register TBA; Freshmen register TBA	OR
F	Aug 17	Fall Semester Begins	PVPAA
F	Aug 17	Master's Program Orientation (10:00 - 1:00)	ORGS
M	Aug 20	(Fall) Instruction begins	PVPAA
W	Aug 22	(Fall) Revisions to lecture transaction forms	APS
F	Aug 24	(Fall) Information exchange meeting with department chairs and assistants (NHE 106 9:00 - 10:00)	APS/OEM
M	Aug 27	(Fall) Departments run audits weekly for Census clean-up and FAD report to 9/17/07	APS
F	Aug 31	(Summer 2007) FAD to Chancellor's Office	APS
F	Aug 31	(Fall) Deadline: Add/drop without fee	OR
	August	Fulbright Grants for faculty: Enables faculty members to travel overseas to teach or pursue research. Booklet available from the Office for Research & Graduate Studies.	ORGS

**SEPTEMBER 2007**

<b>DAY</b>	<b>DEADLINE</b>	<b>ITEM</b>	<b>CONTACT</b>
M	Sep 03	Labor Day Holiday - No Classes	PVPAA
T	Sep 04	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - file due to IUPC	PVPAA
T	Sep 04	Faculty Development Diversity: Call for Proposals (due October 23, 2007)	ORGS
	TBA	Program Review: Librarian-Bibliographer provides department with evaluation.	OAPUS
W	Sep 05	(Fall) Revisions to lecture transaction forms due to Academic Personnel Services	APS
	TBA	Program Review: Informational meeting for departments undergoing program review (1-3).	OAPUS
M	Sep 10	(Fall) Update Class Schedule for FAD processing. Eliminate all "TBA" for times and locations and all "staff" assignments.	APS
M	Sep 10	(Fall) Faculty Assigned Time forms due (except "excess enrollment")	APS
M	Sep 10	(Spring) Deadline for submission of new MSF course fee applications.	BID
	TBA	(Spring) Curriculum changes and course proposals for class schedule due.	OAPUS
T	Sep 11	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - File closes	PVPAA
W	Sep 12	2007 Scholar of the Year Lecture (JVD Theatre) and Benefit Dinner (UC Banquet Room)	ORGS
	TBA	(Spring) Requests for large lecture rooms, computer labs, special room assignments for disabled faculty due	OR
M	Sep 17	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - File due to IUPC	PVPAA
M	Sep 17	(Fall) CENSUS	OR
	TBA	(Spring) Class schedule online in BANNER and available for updating	OR
T	Sep 18	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> IUPC recommendation to college personnel committee - due to candidate	PVPAA
T	Sep 18	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - Department Chair recommendation to Dean - due to candidate	PVPAA
W	Sep 19	(Fall) <b>FINAL</b> revisions to lecturer transaction forms due to Academic Personnel Services	APS
W	Sep 19	(Fall) Faculty Assigned Time for "excess enrollment" due	APS
F	Sep 21	(Spring) Any updates for Spring 2008 part-time pool classes due	APS
	TBA	(Spring) Large lecture room, computer lab, and disabled faculty room assignments back to departments	OR
M	Sep 24	(Fall) FAD print to dept/colleges for review/updates	APS
M	Sep 24	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - File closes	PVPAA
	TBA	(Spring) SCHEDULE 25 profile deadline for updates	OR
T	Sep 25	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - File forwarded to college personnel committee	PVPAA
T	Sep 25	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - Department Chair recommendation forwarded to Dean	PVPAA
F	Sep 28	(Spring) Courses for part-time pool recruitment posted on APS web site	APS
	TBA	(2007-2008) Probationary position requests due to Provost and Vice President for Academic Affairs from Deans	PVPAA

**October 2007**

DAY	DEADLINE	ITEM	CONTACT
M	Oct 01	Sabbatical Leave: Faculty applications due to Academic Personnel Services (6 copies); Department Chairs (1 copy), Deans (1 copy) by 5:00 p.m. (plus 1 electronic copy to be sent to APS)	PVPAA
F	Oct 05	Monthly information exchange with department assistants (9:00-10:00 FH 118)	APS/OEM
F	Oct 05	(Fall) FAD final corrections in Banner; final "bypass" sections to APS	APS
T	Oct 09	Applications available for the Research, Scholarship and Creative Activities (RS&CA) Grant available from the Office for Research & Graduate Studies	ORGS
	TBA	(Spring) SCHEDULE 25 extract deadline	OR
	TBA	(Spring) Special Topics course descriptions and schedule comments due	OR
	TBA	(Spring) SCHEDULE 25 room assignment results back to Departments	OR
	TBA	(CAHSS) Professional Development Plan to Department Chair	CAHSS
M	Oct 15	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - File to IUPC	PVPAA
M	Oct 15	<b>Retention with Tenure/Promotion - FULL PERFORMANCE REVIEW (WPAF)</b> - IUPC recommendation to college personnel committee - due to candidate	PVPAA
M	Oct 15	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - Department Chair recommendation to Dean - due to candidate	PVPAA
M	Oct 15	Sabbatical Leave: Department commentary regarding impact on the department to College/Library Dean	PVPAA
M	Oct 15	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - College personnel committee recommendation to UFPC - due to candidate	PVPAA
M	Oct 15	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - Dean recommendation to Vice President - due to candidate	PVPAA
	TBA	(Spring) Final deadline Class Schedule updates before submission to the printer	OR
M	Oct 22	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - File closes	PVPAA
M	Oct 22	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - File forwarded to college personnel committee	PVPAA
M	Oct 22	<b>Retention with Tenure/Promotion - FULL PERFORMANCE REVIEW (WPAF)</b> - Department chair recommendation forwarded to Dean	PVPAA
M	Oct 22	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - File forwarded to UFPC	PVPAA
M	Oct 22	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - Dean recommendation forwarded to Vice President	PVPAA
T	Oct 23	Faculty Development Diversity proposals due to Office for Research & Graduate Studies	ORGS
	TBA	(CAHSS) Professional Development Plan to IUPC	CAHSS
M	Oct 29	(Fall) FAD submitted to the Chancellor's Office	APS
	October	Annual competition for Fulbright Grants: Applications due to Office for Research & Graduate Studies.	ORGS

**NOVEMBER 2007**

<b>DAY</b>	<b>DEADLINE</b>	<b>ITEM</b>	<b>CONTACT</b>
W-F	Nov 1 - Dec 1	(Spring) Faculty advising for continuing students/Web registration	OR
R	Nov 01	(Spring) Unit II spring vacancy announcements due to APS for posting prio to end of Fall term	APS
F	Nov 02	(Spring) Cut off for part-time faculty pool	APS
F	Nov 02	Monthly information exchange with department assistants (9:00-10:00 FH 118)	APS/OEM
M	Nov 05	Sabbatical Leave: Deans' recommendations to Provost/Vice President with copy to applicant	PVPAA
M	Nov 05	Sabbatical Leave: Professional Leave Committee's recommendations to Provost/Vice President with copy to applicant	PVPAA
	TBA	Program Review: Provost's Council subcommittee reviews department report, college deans, and college Curriculum Committee commentary and provides recommendation to Provost's Council, which recommends to Provost.	OAPUS
	TBA	(CAHSS) Professional Development Plan to Dean	CAHSS
M	Nov 12	<i>VETERAN'S DAY OBSERVANCE</i>	PVPAA
T-F	Nov 13 - Dec 1	(Spring) Web registration for continuing students	OR
	TBA	Patricia O. McConkey Award for Distinguished Thesis/Project Announced (deadline: 11/29/07)	ORGS
T	Nov 13	Sabbatical Leave: Applicant response to recommendation of Dean to Provost/Vice President	PVPAA
T	Nov 13	Sabbatical Leave: Applicant response to recommendation of Professional Leave Committee due to Provost/Vice President	PVPAA
	TBA	All copy changes approved by OAA for 2008-09 University Catalog due to Kristine Bush, Registrar's Office. Changes not approved by OAA by this date are not guaranteed to make it in the 2008-09 catalog.	OR
F	Nov 16	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - IUPC recommendation to college personnel committee - due to candidate	PVPAA
F	Nov 16	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - Department Chair recommendation to Dean - due to candidate	PVPAA
M-F	Nov 19 - 23	<i>THANKSGIVING BREAK - No Classes</i>	PVPAA
U	Nov 29	Deadline for submission of nominations: Patricia O. McConkey Award for Distinguished Thesis/Project (fall semester)	ORGS
F	Nov 30	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - College personnel committee recommendation to UFPC - due to candidate	PVPAA
F	Nov 30	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - Dean recommendation to Vice President - due to candidate	PVPAA
F	Nov 30	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - File forwarded to college personnel committee	PVPAA
F	Nov 30	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - Department Chair recommendation forwarded to Dean	PVPAA

**DECEMBER 2007**

<b>DAY</b>	<b>DEADLINE</b>	<b>ITEM</b>	<b>CONTACT</b>
	TBA	(CAHSS) Professional Development Plan Completed	CAHSS
U	Dec 02	(Spring) Late registration begins	OR
M	Dec 03	Lecture transaction forms for temporary faculty due (for January payment)	APS
M	Dec 03	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.	PVPAA
T	Dec 04	Federal Work-Study Graduate Research Assistant Program: Call for proposals by the Office for Research & Graduate Studies	ORGS
	TBA	Grade rosters available to enter on Web for faculty	OR
	TBA	Program Review: Department submits Self-Study and Resource Review Report to college dean and college curriculum committee.	OAPUS
	TBA	Program Review: Program Review Funding Committee recommendations to Provost's Council for consideration.	OAPUS
F	Dec 07	Monthly information exchange with department assistants (9:00 - 10:00 NHE 106)	APS/OEM
F	Dec 07	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - File to UFPC	PVPAA
F	Dec 07	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - Dean recommendation forwarded to Vice President	PVPAA
M	Dec 10	(Spring) Separation forms due for faculty/GA/TA & ISA students (separate form) not continuing in Spring 2008	APS
M	Dec 10	Sabbatical Leave: Applicant request for reconsideration with supporting rationale to Vice President/Provost	PVPAA
M-F	Dec 10-14	(Fall) Final Examinations	
T	Dec 11	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED. - UFPC recommendation to Vice President</b> - due to candidate	PVPAA
	TBA	Program Review: Department notification of funding allocations recommended by the Program Review Funding Committee and Provost's Council and approved by the Provost.	OAPUS
	TBA	All colleges should ensure that the <b>PDP process is completed</b>	PVPAA
Sat	Dec 15	Other Day (academic)	PVPAA
Sun	Dec 16	Evaluation Day (academic)	PVPAA
M-T	Dec 17-18	Grading Days (academic)	PVPAA
T	Dec 18	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - File and UFPC recommendation forwarded to Vice President	PVPAA
T	Dec 18	(Fall) Grades due to Office of the Registrar (by 12 midnight)	OR
T	Dec 18	(Fall) Semester ends	PVPAA
	Dec 19 - 22	(Fall) Grade Processing	OR
	Dec 25-28	Holiday Closure	PVPAA

**January 2008**

DAY	DEADLINE	ITEM	CONTACT
T	Jan 01	<i>New Year's Day Holiday Closure</i>	PVPAA
W	Jan 09	(Spring) Information Exchange meeting with department chairs and assistants	APS/OEM
T	Jan 15	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - file due to IUPC	PVPAA
T	Jan 15	(Spring) Semester begins	PVPAA
T	Jan 15	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - File to IUPC	PVPAA
T	Jan 15	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> -File to IUPC	PVPAA
F	Jan 18	(Spring) Revisions to lecturer transaction forms due to Academic Personnel Services - NOON (firm deadline)	APS
M	Jan 21	<i>Martin Luther King, Jr.'s Birthday Holiday Closure</i>	PVPAA
T	Jan 22	(Spring) Instruction begins	PVPAA
T	Jan 22	(Spring) Departments run audits weekly for Census clean-up and FAD report - to 2/18/08	APS
T	Jan 22	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - File closes	PVPAA
T	Jan 22	(Summer) Deadline for submission of new MSF course fee applications	BID
T	Jan 22	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - File closes	PVPAA
T	Jan 22	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> -File closes	PVPAA
T	Jan 22	Nominations for Scholar of the Year. Recognizes current HSU faculty who have made significant contributions in their field of specialization. Forward a brief nomination letter to the Office for Research & Graduate Studies.	ORGS
F	Jan 25	<b>Retention - PERFORMANCE REVIEW (WPAF) FALL SEMESTER SCHED.</b> - Vice President decision due to candidate	PVPAA
M	Jan 28	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - IUPC recommendation to Dean - due to candidate	PVPAA
M	Jan 28	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - Department Chair recommendation to Dean - due to candidate	PVPAA
T	Jan 29	Call for nominations - McCrone Promising Faculty Scholars: Applications available from the Office for Research & Graduate Studies	ORGS
W-F	Jan 16 - 18	(Spring) Meetings, testing, advising, registration	OR
	January	Woolford/Hegy Fellowship competition administered through the Eureka Rotary Club: Applications available from the Office for Research & Graduate Studies. Graduate students in good standing are eligible to request consideration for this fellowship.	ORGS
	January	Call for proposals - Nielson Institute Grants: For faculty engaging in biological research; project outlines available from the Office for Research & Graduate Studies	ORGS
	January	Call for nominations - McCrone Graduate Fellowship: Applications available from the Office for Research & Graduate Studies	ORGS
	TBA	Proposals for Research, Scholarship, and Creative Activity (RS & CA) <b>due</b> to College Deans' offices (for review and comment by College Dean). Applications available from the Office for Research & Graduate Studies	ORGS

**FEBRUARY 2008**

DAY	DEADLINE	ITEM	CONTACT
F	Feb 01	(Spring) Update Class Schedule for FAD processing. Eliminate all "TBA" for times and locations and all "staff" assignments	APS
F	Feb 01	Monthly Information Exchange with dept assistants	APS/OEM
F	Feb 01	(Spring) Faculty Assigned Time forms due (except "excess enrollment")	APS
	TBA	(Fall) Curriculum changes and course proposals for Class Schedule due	OAPUS
F	Feb 01	(Fall) Deadline for submission of new MSF course fee applications.	BID
M	Feb 04	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - File forwarded to College Dean or Equivalent Administrator	PVPAA
M	Feb 04	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - Department Chair recommendation forwarded to Dean	PVPAA
M	Feb 04	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - College personnel committee recommendation to UFPC - due to candidate	PVPAA
M	Feb 04	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> Dean recommendation to Vice President - due to candidate	PVPAA
	TBA	Program Review: College curriculum committee submits commentary on department report to college dean	OAPUS
F	Feb 08	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - IUPC recommendation to college personnel committee - due to candidate	PVPAA
F	Feb 08	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - Department Chair recommendation to Dean - due to candidate	PVPAA
F	Feb 08	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - IUPC recommendation to college personnel committee - due to candidate	PVPAA
F	Feb 08	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - Department Chair recommendation to Dean - due to candidate	PVPAA
M	Feb 11	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> -UFPC recommendation to President - due to candidate	PVPAA
M	Feb 11	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - File forwarded to UFPC	PVPAA
M	Feb 11	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - Dean recommendation forwarded to Vice President	PVPAA
F	Feb 15	<b>New Faculty PERIODIC EVALUATIONS</b> - Dean or Equivalent Administrator decision due to candidate	PVPAA
F	Feb 15	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - File forwarded to college personnel committee	PVPAA
F	Feb 15	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - Department Chair recommendation forwarded to Dean	PVPAA
F	Feb 15	<b>New Probationary Faculty PERFORMANCE REVIEW</b> - Dean or Equivalent Administrator decision due to candidate	PVPAA
F	Feb 15	Updates for part-time pool recruitment course lists for 2008/09 due to APS for posting to Web	APS
F	Feb 15	Deadline for faculty to apply for FERP for 2008/09	APS
F	Feb 15	(Spring) <b>FINAL</b> revisions to lecturer transaction forms due to Academic Personnel Services - NOON - (firm deadline)	APS
F	Feb 15	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - File forwarded to college personnel committee	PVPAA
F	Feb 15	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - Department Chair recommendation forwarded to Dean	PVPAA
M	Feb 18	(Spring) Census and Final Deadline for FAD	APS
M	Feb 18	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> -UFPC recommendation forwarded to President	PVPAA
M	Feb 18	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - File forwarded to Vice President	PVPAA
R	Feb 21	(Spring) Faculty Assigned Time for "excess enrollment" due	APS
F	Feb 22	Course lists for part-time pool recruitment for 2008/09 posted on Web	APS
U	Feb 24	Ads (placed by APS) run in Times-Standard for part-time pool	APS
M	Feb 25	(Spring) FAD print to dept/colleges for review/updates	APS
	TBA	Deadline for submission of nominations: Patricia O. McConkey Award for Distinguished Thesis/Project (spring semester)	ORGS
F	Feb 29	<b>Continuing Faculty PERIODIC EVALUATION</b> - File to Initiating Unit Personnel Committee (IUPC)	PVPAA
	February	CSU Student Research Competition: Promotes excellence in undergraduate and graduate scholarly research and creative activity. Applications available from the Office for Research & Graduate Studies.	ORGS
	February	Federal Work-Study Graduate Research Assistant Program: Deadline for submission of proposals to the Office for Research & Graduate Studies for Spring semester	ORGS
	TBA	Deadline for Scholar of the Year nominations	ORGS

**MARCH 2008**

DAY	DEADLINE	ITEM	CONTACT
F	Mar 02	(Fall) Final deadline for class schedule update before submission to printer	OR
F	Mar 07	Monthly information exchange with department assistants	APS/OEM
U	Mar 09	Ads (placed by APS) run in Times-Standard for part-time pool	APS
F	Mar 14	Continuing Faculty PERIODIC EVALUATION - file closes	PVPAA
M	Mar 17	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - College Personnel Committee recommendation to UFPC - due to candidate	PVPAA
M	Mar 17	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - Dean recommendation to Vice President - due to candidate	PVPAA
M	Mar 17	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> -College personnel committee recommendation to UFPC - due to candidate	PVPAA
M	Mar 17	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - Dean recommendation to Vice President - due to candidate	PVPAA
M-F	Mar 17-21	<i>SPRING BREAK - No Classes</i>	PVPAA
	TBA	(Fall) Faculty advising for continuing students	OR
M	Mar 24	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - File forwarded to UFPC	PVPAA
M	Mar 24	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - Dean recommendation forwarded to Vice President	PVPAA
M	Mar 24	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> -File forwarded to UFPC	PVPAA
M	Mar 24	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> -Dean recommendation forwarded to Vice President	PVPAA
M	Mar 24	(Spring) FAD due to Chancellor's Office	APS
R	Mar 27	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - Vice President recommendation to President - due to candidate	PVPAA
R	Mar 27	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - UFPC recommendation to President - due to candidate	PVPAA
M	Mar 31	<i>Cesar Chavez Holiday Closure</i>	PVPAA
	March	Woolford/Hegy Fellowship competition <u>applications due</u> to the Office for Research & Graduate Studies.	ORGS
	TBA	McCrone Graduate Fellowship nominations due to Office for Research & Graduate Studies	ORGS
	TBA	McCrone Promising Faculty Scholars nominations due to Office for Research & Graduate Studies	ORGS
	TBA	Nielson Institute Grants: Projects due to the Office for Research & Graduate Studies.	ORGS

**APRIL 2008**

<b>DAY</b>	<b>DEADLINE</b>	<b>ITEM</b>	<b>CONTACT</b>
T	Apr 01	Application deadline part-time pool recruitment cut-off for consideration for Summer, Fall & Spring positions. Another deadline will be established in October/November for any unanticipated Spring 2009 openings.	APS
	TBA	Program Review: Deadline for receipt of the completed review to the Vice Provost's office for review by the Council Resource Review Subcommittee (The subcommittee's recommendation then goes before Provost's Council for recommendation for acceptance and then to the program Review Funding Committee.)	OAPUS
	TBA	(Fall and Summer) Continuing student registration	OR
R	Apr 03	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - File and Vice President recommendation forwarded to President	PVPAA
R	Apr 03	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - UFPC recommendation forwarded to President	PVPAA
R	Apr 03	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - File forwarded to Vice President	PVPAA
F	Apr 04	Departments shall have completed evaluations of tenured faculty	APS
F	Apr 04	<b>Continuing Faculty PERIODIC EVALUATION</b> -IUPC evaluation To Dean - due to candidate	PVPAA
F	Apr 04	<b>Continuing Faculty PERIODIC EVALUATION</b> - Department Chair evaluation to Dean - due to candidate	PVPAA
F	Apr 04	Monthly information exchange with department assistants	APS/OEM
F	Apr 11	<b>Continuing Faculty PERIODIC EVALUATION</b> -File forwarded to College Dean or Equivalent Administrator	PVPAA
F	Apr 11	<b>Continuing Faculty PERIODIC EVALUATION</b> -Department Chair evaluation forwarded to Dean	PVPAA
F	Apr 18	Periodic Evaluations of Temporary Faculty completed by departments	APS
F	Apr 18	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - UFPC recommendation to Vice President - due to candidate	PVPAA
F	Apr 18	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> -UFPC recommendation to Vice President - due to candidate	PVPAA
R	Apr 24	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - Vice President recommendation to President - due to candidate	PVPAA
F	Apr 25	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - File and UFPC recommendation forwarded to Vice President	PVPAA
F	Apr 25	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - File and UFPC recommendation forwarded to Vice President	PVPAA
	April	CSU Pre-doctoral program: Designed to increase the number of CSU minority and women students in disciplines where they are under-represented. Applications available from Office for Research & Graduate Studies.	ORGS
	April	CSU Forgivable Loan/Doctoral Incentive Program: For full-time students who are under-represented in academic fields in the CSU faculty. Applications available from the Office for Research & Graduate Studies.	ORGS
	TBA	Spring Preview	OEM
	TBA	Department chair evaluations of Deans due to Vice President/Provost	PVPAA

**MAY 2008**

<b>DAY</b>	<b>DEADLINE</b>	<b>ITEM</b>	<b>CONTACT</b>
R	May 01	(Summer) Appointment forms for faculty due to Academic Personnel Services	APS
R	May 01	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - File and Vice President recommendation forwarded to President	PVPAA
F	May 02	Monthly information exchange with department assistants	APS/OEM
F	May 09	<b>Continuing Faculty PERIODIC EVALUATION</b> - Dean or Equivalent Administrator evaluation due to candidate	PVPAA
F	May 09	Report on Department Chair assignments for 2008/09 due from colleges (submit on APS template)	APS
F	May 09	(Spring) Separation forms due for ISAs.	APS
F	May 09	(Spring) Separation forms due for faculty and TA/GA's with appointments ending spring 2008	APS
M-F	May 12-16	(Spring) Final Examinations	PVPAA
W	May 14	<b>Retention - PERFORMANCE REVIEW (WPAF) SPRING SEMESTER SCHED.</b> - Vice President decision due to candidate	PVPAA
W	May 14	(Summer) Summer Unit II Appointment forms due in APS	APS
<b>S</b>	<b>May 17</b>	<b>Commencement</b>	PVPAA
<b>U</b>	May 18	Other Day (academic)	PVPAA
M	May 19	Evaluation Day (academic)	PVPAA
T-W	May 20-21	Grading Days (academic)	PVPAA
W	May 21	<b>Temporary Faculty Range Elevation PERIODIC EVALUATIONS</b> - Vice President decision due to candidate	PVPAA
W	May 21	(Spring) Semester and Academic Year ends	PVPAA
W	May 21	(Spring) Grades due to Office of the Registrar (by 12 midnight)	OR
M	May 26	<i>Memorial Day Holiday Closure</i>	PVPAA
F	May 30	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - President tenure decision to candidate	PVPAA
F	May 30	<b>Retention with Tenure/Promotion - PERFORMANCE REVIEW (WPAF)</b> - President promotion decision to candidate	PVPAA
	TBA	(2007/08) Probationary Faculty Position Requests due to Vice President/Provost from Deans	PVPAA
	TBA	Roll forward estimates due to the University Budget Office	UBO
	TBA	(Summer 2008) Instruction begins	PVPAA
	TBA	(Summer 2008) Instruction begins	PVPAA
	TBA	Budget revisions (allocation transfers) due to the University Budget Office	UBO

**SUMMER 2008**

<b>DAY</b>	<b>DEADLINE</b>	<b>ITEM</b>	<b>CONTACT</b>
F	Jun 06	Monthly information exchange with department assistants	APS/OEM
F	Jun 13	<b>Promotion of Tenured Faculty - PERFORMANCE REVIEW (WPAF)</b> - President promotion decision to candidate	PVPAA
F	Jun 18	Fall 2008 Lecturer transaction forms due to APS	APS
F	Jul 04	<i>Independence Day Holiday - No Classes</i>	PVPAA
	July	Annual competition for Fulbright Grants: For graduate students interested in studying abroad in academic fields or for professional training in the creative and performing arts. Applications available from the Office for Research & Graduate Studies.	ORGS
	TBA	(Summer 2008) Session A ends	PVPAA
	TBA	Finalize budget based on May revise, UBC recommendations, and Academic Affairs' budget policy	UBO
	TBA	(Summer 2008) Session B begins	PVPAA
	TBA	(Summer 2008) Instruction ends	PVPAA
	TBA	(Summer 2008) Summer term ends	PVPAA
	TBA	(Summer 2008) Grades due (by 12 midnight)	OR
	TBA	(Summer 2008) HOP - Local freshman and summer semester transfers	OR
	TBA	(Summer 2008) HOP - Freshmen only	OR