

# ACADEMIC AFFAIRS CALENDAR 2008-2009

## FALL SEMESTER

### AUGUST 2008

**AUGUST 1, 2008** **Friday**

ADMISSION APPLICATION cycle for spring 2009 begins

**AUGUST 8, 2008** **Friday**

Last day to submit to the Division of Graduate Studies departmental clearance paperwork on behalf of August 2008 master's degree candidates (include a copy of the completed final report on incomplete or in-progress work, if needed for graduation)

**AUGUST 18, 2008** **Monday**

SEMESTER begins

AY Faculty returns to Active Status

ACADEMIC ASSEMBLY for faculty

FACULTY CONVOCATION

**AUGUST 18-20, 2008** **Monday through Wednesday**

New Tenure-Track Faculty ORIENTATION: Registration begins at 8:00 a.m. Location: Satellite Student Union. Continues at University Business Center through Wednesday, August 20, 2008.

**AUGUST 21, 2008** **Thursday**

New Full-Time Lecturer ORIENTATION: 1 p.m. to 4 p.m. Location: EE 191.

**AUGUST 21-22, 2008** **Thursday and Friday**

New International Student ORIENTATION

**AUGUST 22, 2008** **Friday**

New Student CONVOCATION

New Teaching Associate ORIENTATION: 1 p.m. to 3:30 p.m. Location: UC 202.

**AUGUST 25, 2008**

**Monday**

INSTRUCTION begins

Auditors and "60+ Years" students may register

APPLICATION period for degrees to be granted in December 2008 begins

**AUGUST 25-29, 2008**

**Monday through Friday**

WELCOME WEEK '08 - activities and programs for new and continuing students, faculty, and staff

**AUGUST 28, 2008**

**Thursday**

New Teaching Associate ORIENTATION: 1 p.m. to 3:30 p.m. Location: UC 202.

**AUGUST 29, 2008**

**Friday**

Emerita/Emeritus Status: Last day for deans to recommend emerita/emmeritus status in time for retiring faculty to be invited to annual luncheon in October.

## **SEPTEMBER 2008**

**SEPTEMBER 1, 2008**

**Monday**

SCHOLARSHIP APPLICATIONS for the 2009-2010 academic year will be available online

Labor Day - no classes; all offices closed

Ramadan begins

**SEPTEMBER 3, 2008**

**Wednesday**

RTP Process – Second-year Faculty: RTP Workshop for 2<sup>nd</sup> year probationary faculty. Location: UC 202 from 2-4 p.m.

**SEPTEMBER 4, 2008**

**Thursday**

International Faculty: Immigration Issues for New and Continuing Faculty. Presented from 10:30 a.m. to noon and again from 2:30 p.m. to 4 p.m. in ED 187.

Tenure-Track Searches: All tenure track searches must be authorized and underway by this date

RTP Process – Second-year Faculty: RTP Workshop for 2<sup>nd</sup> year probationary faculty. Location: UC 202 from 2-4 p.m.

**SEPTEMBER 5, 2008****Friday**

Last day to file an application for BACHELOR'S and MASTER'S DEGREES to be granted in December 2008

**SEPTEMBER 8, 2008****Monday**

Last day to:

- ADD and DROP CLASSES without instructor permission
- Register for Credit by Examination

**SEPTEMBER 10, 2008****Wednesday**

Off-Year Review Process: Off-Year Review Workshop for 3<sup>rd</sup> Year Probationary Faculty subject to off-year review. Location: UC 202 from 11 a.m. to noon.

**SEPTEMBER 11, 2008****Thursday**

Off-Year Review Process: Off-Year Review Workshop for 3<sup>rd</sup> Year Probationary Faculty subject to off-year review. Location: USU 309 from 1-2 p.m.

**SEPTEMBER 12, 2008****Friday**

Last day for faculty to submit CHANGES and CLEARANCES (incomplete grades, approved petitions, departmental approvals, transfer transcripts) required for graduation with a bachelor's degree at the end of summer 2008.

Henry Madden Library Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Dean's Assistant, and Department Assistants. Location: TBA (10:30 a.m. – noon)

College of Science and Mathematics Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Dean's Assistant, and Department Assistants. Location: TBA (1 p.m. to 2:30 p.m.)

**SEPTEMBER 17, 2008****Wednesday**

Workshop on Savings Plus Plans: 457 and 401(k) thrift plans. Presented by the Benefits Office. Location: Smittcamp Alumni House (Thornburn Faculty Lounge) from 10-11 a.m. and 1:30-2:30 p.m.

**SEPTEMBER 18, 2008****Thursday**

Workshop for Writing Sabbatical/DIP Proposals. Location: UC 202 (11 a.m. to noon)

**SEPTEMBER 19, 2008****Friday**

New Tenure-Track Faculty Orientation – Supplemental Session No. 1: Shared Governance / Collective Bargaining. Location: Vintage Room (University Restaurant) (3 p.m. to 5 p.m.)

RTP Process: Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer review committee during the 2008-2009 RTP cycle. This decision applies to all RTP, Periodic

Review of Probationary Faculty (off-year review), and Lecturer Range Elevations in the department.

**SEPTEMBER 22, 2008** **Monday**

Workshop for Writing Sabbatical/DIP Proposals. Location: USU 309 (3-4 p.m.)

Last day to:

- ADD CLASSES with permission
- DROP CLASSES without a serious and compelling reason and without a grade of *W* (withdrawal) listed on university transcript.
- Change *to* or *from* credit/no credit grading.
- Change from credit registration to audit registration or audit registration to credit registration.
- Take examination for Credit by Examination.

**SEPTEMBER 24, 2008** **Wednesday**

Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Deans' Assistants, and Department Assistants. Location: UC 202 (2 p.m. to 4 p.m.) Open to all schools and colleges.

**SEPTEMBER 25, 2008** **Thursday**

RTP Process – Second-year Faculty: RTP Question and Answer Session for 2<sup>nd</sup> year probationary faculty. Location: Speech Arts 154 from 2-3 p.m.

**SEPTEMBER 26, 2008** **Friday**

Last day for graduate students to apply for ADVANCEMENT TO CANDIDACY this semester in order to be eligible for graduation in May 2009.

Craig School of Business Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Dean's Assistant, and Department Assistants. Location: PB 286 (9 a.m. to 10:30 a.m.)

RTP Process: Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the RTP process. Materials subject to notification requirement include student ratings and peer evaluations.

**SEPTEMBER 29, 2008** **Monday**

College of Social Sciences Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Dean's Assistant, and Department Assistants. Location: McF 203B (1-3 p.m.)

**SEPTEMBER 30, 2008** **Tuesday**

Rosh Hashanah

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: RTP Workshop for promotion candidates and probationary faculty not subject to off-year review. Location: UC 202, from 2-4 p.m.

## **OCTOBER 2008**

**OCTOBER 1, 2008**

**Wednesday**

ADMISSION APPLICATION cycle for fall 2009 begins

Last day for INTERNATIONAL STUDENTS to submit a university application for admission to graduate or postbaccalaureate studies for the spring semester

Leaves: Faculty members on fall 2008 leave of absence without pay must notify Dean and Provost of intent to return to campus for spring 2009 Semester.

RTP Process – Second-year Faculty: RTP Question and Answer Session for 2<sup>nd</sup> year probationary faculty. Location: UC 202 from 2-3 p.m.

**OCTOBER 2, 2008**

**Thursday**

Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Deans' Assistants, and Department Assistants. Location: USU 309 (1:30 p.m. to 3:30 p.m.) Open to all schools and colleges.

**OCTOBER 6, 2008**

**Monday**

Last day for faculty to submit Credit by Examination grades.

Off-Year Review Process - Third Year Probationary Faculty: Third year faculty who received instructions in Provost's spring 2008 RTP letter to use Off-Year Review process in AY 2008-2009 must submit Summary File to department peer review faculty.

Off-Year Review Process - Third-year Probationary Faculty: Third-year faculty who wish to request a Probationary Plan Amendment should submit the proposed amendment with the Summary File.

RTP Process – Second-year Probationary Faculty: RTP Files (including Requests for Probationary Plan Amendments, if applicable) must be completed and turned in to departments by 5 p.m. **RTP files for second year probationary faculty are CLOSED as of 5 p.m. today.**

**OCTOBER 7, 2008**

**Tuesday**

Probationary Plans and Probationary Plan Amendments: Probationary Plan Workshop – Q & A session: New Probationary Plans and Probationary Plan Amendments. Location: UC 202 from 1-2:30 p.m.

**OCTOBER 8, 2008**

**Wednesday**

Off-Year Review Process: Off-Year Review Workshop for **Department Peer Review Committees and Department Chairs**. Location: USU 309 from 1-2 p.m.

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: RTP Workshop for promotion candidates and probationary faculty not subject to off-year review. Location: USU 309, from 10 a.m. to noon.

**OCTOBER 9, 2008**

**Thursday**

Yom Kippur

**OCTOBER 10, 2008**

**Friday**

Probationary Plans and Probationary Plan Amendments: Probationary Plan Workshop – Q & A session: New Probationary Plans and Probationary Plan Amendments. Location: UC 202 from 1-2:30 p.m.

**OCTOBER 14, 2008**

**Tuesday**

Off-Year Review Process: Off-Year Review Workshop for **Department Peer Review Committees and Department Chairs**. Location: USU 309 from 11 a.m. to noon.

Off-Year Review Process – 5<sup>th</sup> Year Probationary Faculty: Off-Year Review Workshop for **5<sup>th</sup> Year probationary faculty** subject to off-year review. Location: UC 202 from 3:30 to 4:30 p.m.

**OCTOBER 17, 2008**

**Friday**

New Tenure-Track Faculty Orientation – Supplemental Session No. 2: A Discussion with Dr. James M. Lang, author of *On Course: A Week-By-Week Guide to Your First Semester of College Teaching*. Reception following. Location: Downing Planetarium (3 p.m. to 5 p.m.)

Probationary Plans: New tenure-track faculty must submit their draft Probationary Plans to the department faculty for review and initial approval.

Off-Year Review Process – 5<sup>th</sup> Year Probationary Faculty: Off-Year Review Workshop for **5<sup>th</sup> Year probationary faculty** subject to off-year review. Location: USU 202 from 11 a.m. to noon.

**OCTOBER 22, 2008**

**Wednesday**

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: RTP Question and Answer Session for promotion candidates and 4<sup>th</sup> through 6<sup>th</sup> year probationary faculty not subject to off-year review. Location: UC 202 from 2 to 3 p.m.

**OCTOBER 23, 2008**

**Thursday**

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: RTP Question and Answer Session for promotion candidates and 4<sup>th</sup> through 6<sup>th</sup> year probationary faculty not subject to off-year review. Location: UC 202 from 2 to 3 p.m.

**OCTOBER 27, 2008**

**Monday**

Last day to file edited, committee-approved MASTER'S THESIS for December 2008 graduation.

Professional Leave without Pay Reports, Sabbatical Leave Reports, and Difference in Pay Leave Reports for spring 2008 and AY 2007-2008 are due to the dean with a copy to the Provost.

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: Deans must provide notice by this date to candidates of any material being added to Open Personnel File to be considered in RTP process. Materials subject to notification requirement include student ratings and peer evaluations.

## **NOVEMBER 2008**

**NOVEMBER 3, 2008**

**Monday**

Registration for spring 2009 semester begins

Begin administering student ratings for fall 2008 courses.

Off-Year Review Process - Third-year Probationary Faculty: Department peer committee and chair, if completing separate recommendation, complete appropriate section on APS form [Report of Periodic Review](#) and provide a copy to the candidate. Candidate has ten (10) days to submit a response to the committee chair before the file is forwarded to the department chair. If the candidate requested a Probationary Plan Amendment, the peer review committee and the chair should also include their recommendations on the proposed amendment in their [Report of Periodic Review](#).

Off-Year Review Process - Fifth-year Probationary Faculty: Fifth-year probationary faculty who received instruction in Provost's spring 2008 RTP letter to use the Off-Year Review process is AY 2008-2009 submit SummaryFile to department peer review committee. Those who wish to submit a probationary Plan Amendment should submit them with their Summary Files.

RTP Process – Second-year Faculty: Department gives completed recommendation to the candidate (including Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to recommendation(s) before file is forwarded to college/school level.

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: RTP files (including Requests for Probationary Plan Amendments, if applicable) must be completed and turned in to departments by 5 pm. **RTP FILES ARE CLOSED AS OF 5 P.M.**

**NOVEMBER 4, 2008**

**Tuesday**

Election Day

**NOVEMBER 11, 2008** **Tuesday**

VETERAN'S DAY. Campus closed.

**NOVEMBER 14, 2008** **Friday**

New Tenure-Track Faculty Orientation – Supplemental Session No. 3: Research and Sponsored Programs / The New Henry Madden Library. Location: Vintage Room (University Restaurant) (3 p.m. to 5 p.m.)

Probationary Plans: Departments must forward Probationary Plans for new tenure-track faculty to college/school committees and deans.

Off-Year Review Process - Third-year Probationary Faculty: Department chair must forward Summary File, [Report of Periodic Review](#), and all responses (if any) to Dean's office.

RTP Process – Second-year Faculty: Department forwards RTP files (including probationary Plan Amendments, if any) with all recommendations and responses to the Office of the Dean. **Candidate may still submit a response after this date.**

**NOVEMBER 18, 2008** **Tuesday**

Last day to WITHDRAW FROM A COURSE for SERIOUS and COMPELLING REASONS, except by complete withdrawal from the university for circumstances beyond the student's control

**NOVEMBER 19, 2008** **Wednesday**

CalPers Retirement Planning Informational Workshop (FERP information will be available). Presented by the Benefits Office. Location: University Business Center, Alice Peters Auditorium (9-11 a.m. and 2-4 p.m.)

**NOVEMBER 26, 2008** **Wednesday**

THANKSGIVING RECESS BEGINS  
No classes; offices will post hours

**NOVEMBER 27-28, 2008** **Thursday** **and** **Friday**

THANKSGIVING RECESS  
Campus closed; the Library will post holiday hours

**NOVEMBER 30, 2008**

**Sunday**

Priority application deadline for SCHOLARSHIPS for the 2009-2010 academic year

**TBA** DOG DAYS - new student orientation, spring 2009

**DECEMBER 2008**

**DECEMBER 1, 2008**

**Monday**

Off-Year Review Process - Fifth-year Probationary Faculty: Department peer committee and chair, if completing separate recommendation, complete appropriate section on APS form [Report of Periodic Review](#) and provide a copy to the candidate. Candidate has ten (10) days to submit a response to the committee chair before the file is forwarded to the department chair. If the candidate requested a Probationary Plan Amendment, the peer review committee and the chair should also include their recommendations on the proposed amendment in their [Report of Periodic Review](#).

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: Department gives completed recommendation(s) to the candidate (including Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to the recommendations before the file is sent to the college/school level.

**DECEMBER 10, 2008**

**Wednesday**

Last day of INSTRUCTION

Last day to WITHDRAW from a COMPLETE PROGRAM for CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL

**DECEMBER 11-12, 2008**

**Thursday**

**and**

**Friday**

Final exam preparation and faculty consultation days

**DECEMBER 12, 2008**

**Friday**

Dean makes final decision regarding award of sabbatical leaves. Dean notifies applicants.

Probationary Plans: New tenure-track faculty Probationary Plans must be forwarded to UBORT via Academic Personnel Services.

Off-Year Review Process - Fifth-year Probationary Faculty: Department chair must forward Summary File, [Report of Periodic Review](#), and all responses (if any) to Dean's office.

RTP Process – Second-year Faculty: College/School peer review committee and Dean give separate recommendations to candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to recommendation(s) before file is forwarded to university level.

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: Department forwards RTP files (including Probationary Plan Amendments, if any) with all

recommendations and responses to the Office of the Dean. **Candidates may still submit a response after this date.**

**DECEMBER 15-18, 2008**                      **Monday**                      **through**                      **Thursday**

FINAL SEMESTER EXAMINATIONS

**DECEMBER 19, 2008**                      **Friday**

FALL    SEMESTER    ends

Last day to:

- Submit incomplete make-up work or request extension of time for incomplete grades from fall 2007
- Submit to the Division of Graduate Studies departmental clearance paperwork on behalf of December 2008 master's degree candidates (include a copy of the completed final report on incomplete or in-progress work, if needed for graduation)

**DECEMBER 20, 2008**                      **Saturday**

AY Faculty returns to Inactive Status

**DECEMBER 23, 2008**                      **Tuesday**

RTP Process – Second-year Faculty: Dean's Office forwards RTP files (including Probationary Plan Amendment, if any) with all recommendations and responses to Academic Personnel Services for UBORT (as necessary) and the Provost. **Candidate may still submit a response after this date.**

**DECEMBER 25-31, 2008**

Campus closed (Dec. 25-Jan.1)  
WINTER RECESS (Dec. 22-Jan. 14)

## **SPRING SEMESTER**

### **JANUARY 2009**

**TBA** Faculty/Staff Assembly

**JANUARY 1, 2009**                      **Thursday**

FINANCIAL AID application filing period for priority consideration for the 2009-2010 academic year begins (Jan. 1 - March 2)

Campus closed (Dec. 25 - Jan. 1)

**JANUARY 2, 2009** **Friday**

Grades: Fall 2008 online grades due from faculty

WINTER RECESS (Dec. 22 – Jan. 14)

**JANUARY 15, 2009** **Thursday**

SEMESTER begins

AY Faculty returns to Active Status

**JANUARY 19, 2009** **Monday**

Martin Luther King, Jr. holiday - no classes; campus closed

**TBA**

New International Students ORIENTATION

**JANUARY 21, 2009** **Wednesday**

INSTRUCTION begins

Auditors and "60+ Years" students may register

APPLICATION period for degrees to be granted in May 2009 begins

**JANUARY 22, 2009** **Thursday**

Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Deans' Assistants, and Department Assistants. Location: UC 202 (1:30 p.m. to 3:30 p.m.) Open to all schools and colleges.

**JANUARY 23, 2009** **Friday**

RTP Process – Second-year Faculty: (**AS NECESSARY**) UBORT gives recommendation to the candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to the recommendation via Academic Personnel Services before file is forwarded to Provost.

**JANUARY 26, 2009** **Monday**

Chinese New Year

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: College/School peer review committee and the Dean give separate recommendations to candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to recommendations before file is forwarded to university level.

**JANUARY 28, 2009**

**Wednesday**

Tenure-Track Faculty Hiring Workshop for EEO Designees, Search Committee Chairs, Search Committee Members, Deans' Assistants, and Department Assistants. Location: UC 202 (2 p.m. to 4 p.m.) Open to all schools and colleges.

**FEBRUARY 2009**

**TBA** CalPers Retirement Planning Informational Workshop (FERP information will be available). Presented by the Benefits Office. Date, times and locations TBA.

**TBA** Workshop on Savings Plus Plans: 457 and 401(k) thrift plans. Presented by the Benefits Office. Dates, times, locations TBA.

**FEBRUARY 3, 2009**

**Tuesday**

Last day to:

- ADD CLASSES without special permission
- DROP CLASSES without a serious and compelling reason
- Register for Credit by Examination

**FEBRUARY 4, 2009**

**Wednesday**

RTP Process – Second-year Faculty: UBORT forwards any RTP files (including Probationary Plan Amendments, if any) it has reviewed with all recommendations and responses (as applicable) to the Provost via Academic Personnel Services. **Candidate may still submit a response after this date.**

**FEBRUARY 6, 2009**

**Friday**

Last day for faculty to submit CHANGES and CLEARANCES (incomplete grades, approved petitions, departmental approvals, transfer transcripts) required for graduation with a bachelor's degree at the end of the fall 2005 semester

Last day to file an application for BACHELOR'S and MASTER'S DEGREES to be granted in May 2009

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: Dean's Office forwards RTP files (including Probationary Plan Amendments, if any) with all recommendations and responses to UBORT via Academic Personnel Services. **Candidate may still submit a response after this date.**

**FEBRUARY 10, 2009**

**Tuesday**

Eligible faculty member making appeal of negative decision on Sabbatical proposal must have discussed denial with dean and submitted a written appeal to Provost.

**FEBRUARY 11, 2009**

**Wednesday**

Lecturer Range Elevations: Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the range elevation process, including student ratings and peer evaluations.

**FEBRUARY 15, 2009****Sunday**

RTP Process – Second-year Faculty: Contractual deadline for Provost to make final decision regarding retention of second-year probationary faculty (and third-year, if applicable), including probationary Plan Amendment, if any. Notice will be given by letter through Dean's office with faculty signature required to acknowledge receipt.

**FEBRUARY 16, 2009****Monday**

Presidents' Day - no classes; all offices closed

**FEBRUARY 17, 2009****Tuesday**

Lecturer Range Elevations: Completed applications must be submitted to the departments with copy to the Dean by 5 p.m. Open Personnel Files are declared closed at 5 p.m.

**FEBRUARY 18, 2009****Wednesday**

Last day to:

- ADD CLASSES with permission
- DROP CLASSES without a serious and compelling reason and without a grade of *W* (withdrawal) listed on university transcript
- Change *to* or *from* credit/no credit grading
- Change from credit registration to audit registration or audit registration to credit registration
- Take examination for Credit by Examination

**FEBRUARY 20, 2009****Friday**

Probationary Plans: UBORT must forward new faculty Probationary Plans to Provost for review and final approval.

**FEBRUARY 23, 2009****Monday**

Off-Year Review Process - Third-year Probationary Faculty s: Dean completes appropriate section on APS form [Report of Periodic Review](#) and provides a copy to the candidate. Candidate has ten (10) days to submit response. If the candidate requested a Probationary Plan Amendment, the dean should include his/her recommendations in the [Report of Periodic Review](#).

**FEBRUARY 27, 2009****Friday**

Last day for graduate students to apply for ADVANCEMENT TO CANDIDACY this semester in order to be eligible for graduation in August 2009 or December 2009

**MARCH 2009****MARCH 1, 2009****Sunday**

Last day for INTERNATIONAL STUDENTS to submit a university application for admission to graduate or postbaccalaureate studies for the fall semester

**MARCH 2, 2009**

**Monday**

Filing deadline for FINANCIAL AID priority consideration for the 2009-2010 academic year

**FERP:** Deadline for faculty to notify President of intent to enter program beginning with the 2009-10 academic year

**MARCH 4, 2009**

**Wednesday**

Last day for faculty to submit Credit by Examination grades

**MARCH 6, 2009**

**Friday**

Off-Year Review Process - Third-year Probationary Faculty: Summary File, [Report of Periodic Review](#), and all responses (if any) are placed in candidate's Open Personnel File. Copies of all documents are due in Academic Personnel Services. Academic Personnel Services will forward all requests for Probationary Plan Amendments to UBORT for review on the same schedule as those submitted as part of the regular RTP review process.

**MARCH 9, 2009**

**Monday**

Off-Year Review Process - Fifth-year Probationary Faculty: Dean completes appropriate section on APS form [Report of Periodic Review](#) and provides a copy to the candidate. Candidate has ten (10) days to submit response. If the candidate requested a Probationary Plan Amendment, the dean should include his/her recommendations in the [Report of Periodic Review](#).

Lecturer Range Elevations: Department gives completed recommendation(s) to the candidate. Candidate has ten (10) days to submit a response to recommendation(s) before file is forwarded to the Dean.

**MARCH 16, 2009**

**Monday**

Last day to file edited, committee-approved MASTER'S THESIS for May 2009 graduation

**MARCH 20, 2009**

**Friday**

Off-Year Review Process - Fifth-year Probationary Faculty: Summary File, [Report of Periodic Review](#), and all responses (if any) are placed in candidate's Open Personnel File. Copies of all documents are due in Academic Personnel Services. Academic Personnel Services will forward all requests for Probationary Plan Amendments to UBORT for review on the same schedule as those submitted as part of the regular RTP review process.

Lecturer Range Elevations: Department forwards recommendations and responses (if any) to the Dean. **Candidate may still submit a response after this date.**

**MARCH 23, 2009**

**Monday**

Professional Leave without Pay Reports, Difference in Pay Leave Reports, and Sabbatical Leave Reports for fall 2008 due to dean with a copy to the Provost.

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: UBORT gives recommendation to the candidate (including recommendation on Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to the recommendation via Academic Personnel Services before file is forwarded to the Provost.

**MARCH 31, 2009**

**Tuesday**

Cesar Chavez Day - no classes; campus closed

**APRIL 2009**

**APRIL 1, 2009**

**Wednesday**

Faculty members on leave of absence without pay in spring 2009 must notify Dean and Provost of intent to return to campus for fall 2009 semester.

Failure to notify campus of intent to return may lead to separation from university employment.

**APRIL 3, 2009**

**Friday**

RTP Process – Promotions and Fourth and Subsequent-year Probationary Faculty: UBORT forwards RTP files (including Probationary Plan Amendments, if any) with all recommendations and responses to Provost via Academic Personnel Services. **Candidate may still submit a response after this date.**

**APRIL 6-10, 2009**

**Monday**

**through**

**Friday**

SPRING RECESS

**APRIL 6, 2009**

**Monday**

Begin administering student ratings for spring 2009 courses

**APRIL 9, 2009**

**Thursday**

Pesach (Passover) begins

**APRIL 12, 2009**

**Sunday**

Easter

**APRIL 16-19, 2009**

**Thursday through Sunday**

VINTAGE DAYS

**APRIL 20, 2009**

**Monday**

Registration for fall 2009 begins

Lecturer Range Elevations: Dean makes final decision regarding range elevation for fall 2009.

**APRIL 21, 2009**

**Tuesday**

Last day to WITHDRAW FROM A COURSE for SERIOUS and COMPELLING REASONS, except by complete withdrawal from the university for circumstances beyond the student's control

**April 30, 2009**

**Thursday**

Searches: All tenure track searches must be completed by this date.

**MAY 2009**

**MAY 5, 2009**

**Tuesday**

Cinco de Mayo

**MAY 13, 2009**

**Wednesday**

Last day of INSTRUCTION

Last day to WITHDRAW from a COMPLETE PROGRAM for CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL

**MAY 14-15, 2009**

**Thursday and Friday**

Final exam preparation and faculty consultation days

**MAY 18-21, 2009**

**Monday through Thursday**

FINAL SEMESTER EXAMINATIONS

**MAY 22, 2009**

**Friday**

Last day to:

- Submit incomplete make-up work or request extension of time for incomplete grades from spring 2008
- Submit to the Division of Graduate Studies departmental clearance paperwork on behalf of May 2009 master's degree candidates (include a copy of the completed final report on incomplete or in-progress work, if needed for graduation)

**MAY 23, 2009**

**Saturday**

SPRING  
98th annual COMMENCEMENT

SEMESTER

ends

**MAY 24, 2009**

**Sunday**

AY Faculty returns to Inactive Status

**MAY 25, 2009**

**Monday**

Memorial Day observed – no classes; campus closed

**MAY 26, 2009**

**Tuesday**

SUMMER CLASSES begin

**MAY 29, 2009**

**Friday**

Probationary Plans: Provost makes final decision regarding Probationary Plans for new tenure-track faculty. Decisions will be issued through the Dean's Office, with faculty signature required to acknowledge receipt.

## **JUNE 2009**

**TBA** DOG DAYS - new student orientation, fall 2009

**June 1, 2009**

**Monday**

Grades: Spring 2009 online grades due from faculty

RTP Process – Fourth and Subsequent-year Probationary Faculty: This is the contractual deadline for the Provost's decisions regarding retention and tenure. Notice will be given by letter through the Dean's Office, with faculty signature required to acknowledge receipt.

**JUNE 15, 2009**

**Monday**

RTP Process – Promotions: This is the contractual deadline for the Provost's decisions regarding promotion. Notice will be given by letter through the Dean's Office, with faculty signature required to acknowledge receipt.

**JUNE 19, 2009**

**Friday**

Last day for faculty to submit CHANGES and CLEARANCES (incomplete grades, approved petitions, departmental approvals, transfer transcripts) required for graduation with a bachelor's degree at the end of the spring 2008 semester

Last day to file an APPLICATION for bachelor's degree to be granted August 2009

## **JULY 2009**

**JULY 3, 2009**

**Friday**

Fourth of July holiday observed

### **WORKSHOPS**

The following workshops related to personnel will be held during the academic year.

#### **New Tenure-Track Faculty Orientation**

The following orientation sessions are mandatory for all new tenure-track faculty:

Monday	August 18	8:00-5:00	University Business Center
Tuesday	August 19	8:00-5:00	University Business Center
Wednesday	August 20	7:30-4:30	University Business Center

The University Business Center is located on campus in the Peters Building, Craig School of Business, 5245 N. Backer Avenue.

Friday	September 19	3:00-5:00	Vintage Room (University Restaurant)
Friday	October 17	3:00-5:00	Downing Planetarium
Friday	November 14	3:00-5:00	Vintage Room (University Restaurant)

#### **New Full-Time Lecturer Orientation**

Thursday	August 21	1:00-4:00	EE 191
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#### **New Teaching Associate Orientation**

Friday	August 22	1:00-3:30	UC 202
Thursday	August 28	10:00-12:30	UC 202 (Repeat of earlier orientation)

All new TAs are expected to attend one session.

**Training for International Faculty – Immigration Issues**

Thursday	September 4	10:30-noon	ED 187
Thursday	September 4	2:30-4:00	ED 187

**Faculty Hiring Procedures:** Training will be provided in each College/School. For those unable to attend their college/school's training, the following university-wide sessions are being offered:

***Fall***

Wednesday	September 24, 2008	2:00-4:00	UC 202
Thursday	October 2, 2008	1:30-3:30	USU 309 (Repeat of earlier session)

***Spring***

Thursday	January 22, 2009	1:30-3:30	UC 202 (Refresher)
Wednesday	January 28, 2009	2:00-4:00	UC 202 (Refresher)

**Sabbatical/DIP Leaves**

Thursday	September 18	11:00-12:00	UC 202
Monday	September 22	3:00-4:00	USU 309 (Repeat of earlier session)

**Retirement Workshops:** Offered by the Benefits Office

***Fall***

Wednesday	November 19	9:00-11:00	University Business Ctr., Alice Peters Auditorium
Wednesday	November 19	2:00-4:00	University Business Ctr., Alice Peters Auditorium

***Spring – TBA***

**Savings Plus Workshops:** Offered by the Benefits Office

***Fall***

Wednesday	September 17	10:00-11:00	Smittcamp Alum. House, Thornburn Faculty Lounge
Wednesday	September 17	1:30-2:30	Smittcamp Alum. House, Thornburn Faculty Lounge

***Spring – TBA***

**Probationary Plans and Probationary Plan Amendments**

Wednesday	August 20	9:00	Scout Island (as part of New Faculty Orientation)
Tuesday	October 7	1:00-2:30	UC 202 (Q&A, Includes Plan Amendments)
Friday	October 10	1:00-2:30	UC 202 (Q&A, Includes Plan Amendments)

**Off-Year Review: For 3<sup>rd</sup> Year Probationary Faculty (others welcome)**

Wednesday	September 10	11:00-12:00	UC 202
Thursday	September 11	1:00-2:00	USU 309

**Off-Year Review: For 5<sup>th</sup> Year Probationary Faculty (others welcome)**

Tuesday	October 14	3:30-4:30	UC 202
Friday	October 17	11:00-12:00	UC 202 (repeat)

**Off-Year Review: For Department Peer Review Committees and Department Chairs**

Wednesday	October 8	1:00-2:00	USU 309
Tuesday	October 14	11:00-12:00	USU 309 (repeat)

**RTP: 2<sup>nd</sup> Year Probationary Faculty (others welcome)**

Wednesday	September 3	2:00-4:00	UC 202
Thursday	September 4	2:00-4:00	UC 202 (repeat of first session)
Thursday	September 25	2:00-3:00	Speech Arts 154 (Q&A session)
Wednesday	October 1	2:00-3:00	UC 202 (Q&A session)

**RTP: 4<sup>th</sup> and 6<sup>th</sup> Year Probationary Faculty and Promotion Candidates (others welcome)**

Tuesday	September 30	2:00-4:00	UC 202
Wednesday	October 8	10:00-12:00	UC 202
Wednesday	October 22	2:00-3:00	UC 202 (Q&A session)
Thursday	October 23	2:00-3:00	UC 202 (Q&A session)

Conference on Excellence in Teaching and Learning (Sponsored by CETL)  
Date TBA 11:30 - 5:30