

**ACADEMIC PERSONNEL CALENDAR
2008-2009 ACADEMIC YEAR**

Presented below are the deadlines established by the Provost for the various faculty personnel processes that occur throughout the academic year. Please note these deadlines on your calendar. Questions regarding any process and/or deadline should be directed to Academic Personnel Services (8-3027).

You are encouraged to consult the Academic Personnel Services Website at <http://www.csufresno.edu/aps/> for the complete text of the Collective Bargaining Agreement, university policies, and forms. Dates **in bold** are mandated by the Unit 3 (Faculty) Collective Bargaining Agreement.

ORIENTATIONS

- August 18-20, 2008 New Tenure Track Faculty Orientation.
8 a.m. – 5 p.m. on August 18 and 19;
7:30-1 p.m. on August 20. LOCATION: University Business Center
- September 19, 2008 New Tenure Track Faculty Orientation.
Shared Governance / Collective Bargaining
3 p.m. to 5 p.m. LOCATION: Vintage Room
(University Restaurant)
- October 17, 2008 New Tenure Track Faculty Orientation.
A Discussion with Dr. James M. Lang, author of *On Course: A Week-by-Week Guide to Your First Semester of College Teaching*
3 p.m. to 5 p.m. LOCATION: Downing Planetarium
- November 14, 2008 New Tenure Track Faculty Orientation
Research and Sponsored Programs / The New Henry Madden Library
3 p.m. to 5 p.m. LOCATION: Vintage Room
(University Restaurant)
- August 21, 2008 New Full-Time Lecturer Orientation.
1 p.m. to 4 p.m. LOCATION: EE 191
- August 22, 2008 New Teaching Associate Orientation.
1 p.m. to 3:30 p.m. LOCATION: UC 202
- August 28, 2008 New Teaching Associate Orientation.
10 a.m. to 12:30 p.m. LOCATION: UC 202 (Repeat of first session)

TRAINING FOR INTERNATIONAL FACULTY

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- September 4, 2008 Immigration Issues for New and Continuing Faculty
10:30 a.m. to noon **LOCATION: ED 187**
- September 4, 2008 Immigration Issues for New and Continuing Faculty
2:30 p.m. to 4:00 p.m. **LOCATION: ED 187**

STUDENT RATINGS OF TEACHING EFFECTIVENESS

Policy: [CBA Article 15](#)
Policy on Evaluation of Teaching Effectiveness ([APM 322](#))

- November 3, 2008 Begin administering student ratings for fall 2008 courses.
- April 6, 2009 Begin administering student ratings for spring 2009 courses.

SUBMITTING GRADES

- January 2, 2009 Deadline to submit grades for fall 2008 semester.
- June 1, 2009 Deadline to submit grades for spring 2009 semester.

EMERITA/EMERITUS FACULTY

Policy: [APM 399](#)
Note: FERP faculty are now eligible for nomination to Emerita/Emeritus Status.

- August 29, 2008 Last day for deans to recommend emerita/emmeritus status for retiring faculty in time for them to be invited to the annual luncheon (to be held in October).

TENURE TRACK SEARCHES

All full-time vacancy announcements are posted at www.csufresno.edu/aps/vacancy/vacancy.html

Policy: **Policy and Procedures on Appointment of Tenure Track Faculty Including the Award of Service Credit ([APM 301](#))**
 Policy and Procedures on Appointment of Full-Time Temporary Faculty Including Emergency Appointments ([APM 302](#))
 Policy on Terminal Degrees ([APM 304](#))

TRAINING IS AVAILABLE BY APPOINTMENT FOR INDIVIDUAL SEARCH COMMITTEES OR DEPARTMENTS. Make requests to Janette Redd Williams at jreddwilliams@csufresno.edu.

Important Dates:

September 4, 2008 All tenure track searches must be authorized and underway.
 April 30, 2009 All tenure track searches must be completed.

WORKSHOPS ON TENURE-TRACK FACULTY HIRING

College-Specific Workshops: EEO Designees, Search Committee Chairs, Search Committee Members, Dean’s Assistants, and Department Assistants should attend.

<u>College</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Agricultural Sciences and Technology	TBA	TBA	TBA
Social Sciences	9/29/08	1:00	McF 203B
Kremen School of Education and Human Development	TBA	TBA	TBA
Craig School of Business	9/26/08	9 a.m.	PB 286
Arts & Humanities	TBA	TBA	TBA
Madden Library (tentative)	9/12/08	10:30 a.m.	TBA
Health and Human Services	TBA	TBA	TBA
Science and Mathematics	9/12/08	1 p.m.	TBA

University-wide Workshops: Attendance is open to all EEO Designees, Search committee Chairs, Search Committee Members, Department Assistants, and others who are interested. Come if you can’t make it to your college-specific workshop.

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 24, 2008	2-4 p.m.	UC 202
October 2, 2008	1:30-3:30 p.m.	USU 309
January 22, 2009	1:30-3:30 p.m.	UC 202
January 28, 2009	2-4 p.m.	UC 202

LEAVES WITHOUT PAY
(Personal or Professional)

Policy: **CBA Article 22**
Policy on Faculty Leaves of Absence (APM 361)

October 1, 2008 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.

October 27, 2008 Professional Leave without Pay Reports for spring 2008 and 2007-2008 Academic Year are due to dean with a copy to the Provost.

March 23, 2009 Professional Leave without Pay Reports for fall 2008 due to dean with a copy to the Provost.

April 1, 2009 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.

SABBATICAL/DIFFERENCE IN PAY LEAVES

Policy: **CBA Articles 27, 28**
Policy on Faculty Leaves of Absence (APM 361)
Policy on Faculty Consultation and Voting (APM 114)

Each College/School determines internal deadlines for the consideration of sabbatical leave requests.

September 18, 2008 Workshop for Writing Sabbatical/DIP Proposals,
11 a.m. - 12 p.m. **Location: UC 202**

September 22, 2008 Workshop for Writing Sabbatical/DIP Proposals (repeat of earlier orientation)
3 – 4 p.m. **Location: USU 309**

October 27, 2008 Professional Leave without Pay Reports, Sabbatical Leave Reports and Difference in Pay Leave Reports for spring 2008 or 2007-2008 Academic Year are due to dean with a copy to the Provost (APM 361, Part A, Section VII).

December 12, 2008 Dean makes final decision regarding award of sabbatical leaves. Dean notifies applicants.

February 2009 Workshop on Savings Plus Plans: 457 and 401(k) thrift plans. Presented by the Benefits Office.
Dates, times and locations TBA.

PROBATIONARY PLANS and
PROBATIONARY PLAN AMENDMENTS

TRAINING IS AVAILABLE BY APPOINTMENT FOR DEPARTMENT AND COLLEGE PEER REVIEW COMMITTEES.

NEW TENURE TRACK HIRES

New probationary faculty members (including those who received service credit) and those recently converted to tenure-track positions will develop probationary plans as provided by the Policy on Probationary Plans and Faculty Mentoring.

Policy: **Policy on Probationary Plans and Faculty Mentoring ([APM 324](#))**

August 20, 2008	Probationary Plan Workshop (for New Faculty Only) 8:30-9:45 a.m. <u>Location: Scout Island (as part of New Faculty Orientation)</u>
October 7, 2008	Probationary Plan Workshop – Q&A Session: New Plans and Plan Amendments 1:00-2:30 p.m. <u>Location: UC 202</u>
October 10, 2008	Probationary Plan Workshop - Q&A Session: New Plans and Plan Amendments 1:00-2:30 p.m. <u>Location: UC 202</u>
October 17, 2008	Draft Plan is submitted to the department faculty for review and initial approval.
November 14, 2008	Departments forward plans to college/school committees and deans.
December 12, 2008	Probationary Plans are forwarded to UBORT via Academic Personnel Services.
February 20, 2009	UBORT forwards new faculty Probationary Plans to Provost for review and final approval.
May 29, 2009	Provost makes final decisions regarding probationary plans for new tenure-track faculty. Decisions will be issued through the Dean's Office, with faculty signature required to acknowledge receipt.

PROBATIONARY PLAN AMENDMENTS

Probationary Plan Amendments are to be submitted and reviewed in conjunction with RTP and Off-Year Periodic Reviews of Probationary Faculty. Please review the schedules in the appropriate section.

OFF-YEAR PERIODIC REVIEW OF PROBATIONARY FACULTY

(Including Probationary Plan Amendments)

Applies to 3rd and 5th Year Faculty as notified by the Provost

Policy: CBA [Article 15](#) at 15.25 and 15.26
[APM 325](#) and College/School Policy as approved by the President based on
[Guidelines](#) issued 3/12/07
[Periodic Review Form](#) – Probationary Faculty

Off-Year Review Workshops:

- September 10, 2008 Off-Year Review Workshop for 3rd Year Probationary Faculty.
11 a.m.-noon **Location: UC 202**
- September 11, 2008 Off-Year Review Workshop for 3rd Year Probationary Faculty.
1-2 p.m. **Location: USU 309**
- October 8, 2008 Off-Year Review Workshop for **Department Peer Review Committees and
Department Chairs.**
1-2 p.m. **Location: USU 309**
- October 14, 2008 Off-Year Review Workshop for **Department Peer Review Committees and
Department Chairs.**
11 a.m.-noon **Location: USU 309**
- October 14, 2008 Off-Year Review Workshop for 5th Year Probationary Faculty.
3:30-4:30 p.m. **Location: UC 202**
- October 17, 2008 Off-Year Review Workshop for 5th Year Probationary Faculty.
11 a.m.-noon **Location: UC 202**

3rd Year Faculty: Off-Year Review Schedule

- September 19, 2008 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer review committee. The decision applies to all RTP, Periodic Review of Probationary Faculty, and Range Elevation reviews in the department.
- October 6, 2008 3rd year faculty who received instruction in Provost's spring 2008 RTP letter to use Off-Year Review process in AY 2008-2009 submit Summary File to department peer review committee.
- 3rd year faculty who wish to request a Probationary Plan Amendment should submit the proposed Amendment with their Summary File.
- November 3, 2008 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 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 include appropriate recommendations in their Report of Periodic Review.
- November 14, 2008 Department chair forwards Summary File, [Report of Periodic Review](#), and all responses (if any) to dean's office.
- February 23, 2009 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](#).
- March 6, 2009 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 regular RTP review.

5th Year Faculty : Off-Year Review Schedule

- September 19, 2008 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer review committee. The decision applies to all RTP, Periodic Review of Probationary Faculty, and Range Elevation reviews in the department.
- November 3, 2008 5th year faculty who received instruction in Provost's spring 2008 RTP letter to use Off-Year Review process in AY 2008-2009 submit Summary File to department peer review committee.
- 5th year faculty who wish to request a Probationary Plan Amendment should submit the proposed Amendment with their Summary File.
- December 1, 2008 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 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 include appropriate recommendations in their Report of Periodic Review.
- December 12, 2008 Department chair forwards Summary File, completed APS form [Report of Periodic Review](#), and all responses (if any) to dean's office.
- March 9, 2009 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.
- March 20, 2009 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 regular RTP review.

RETENTION AND TENURE REVIEWS
(Including Probationary Plan Amendments)

Policy: CBA Articles [11](#), [13](#), [15](#)
Policy on Retention and Tenure ([APM 325](#))
Policy on Faculty Personnel Files ([APM 323](#))
Policy on Faculty Consultation and Voting ([APM 114](#))
Policy on Probationary Plans and Faculty Mentoring ([APM 324](#))

Failure of any level to meet a deadline will result in the RTP File moving forward without a recommendation from that level.

Dates **in bold** are mandated by the Unit 3 (Faculty) Collective Bargaining Agreement.

NEW TENURE TRACK HIRES

New probationary faculty members (including those who received service credit) and those recently converted to tenure-track positions will be developing probationary plans as provided by the Policy on Probationary Plans and Faculty Mentoring, [APM 324](#) (for due dates, see above, page 6).

SECOND-YEAR PROBATIONARY FACULTY AND THIRD-YEARS, IF APPLICABLE: RTP FILES ONLY

These dates do not apply to 3rd Year Faculty who were instructed to follow Off-Year Periodic Review process.

Workshops:

- | | |
|--------------------|--|
| September 3, 2008 | RTP Workshop for 2nd year probationary faculty (others welcome).
2-4 p.m. <u>Location: UC 202</u> |
| September 4, 2008 | RTP Workshop (<i>repeated</i>) for 2nd year probationary faculty (others welcome).
2-4 p.m. <u>Location: UC 202</u> |
| September 25, 2008 | RTP Question & Answer Session for 2nd year probationary faculty with follow-up questions (others welcome).
2-3 p.m. <u>Location: Speech Arts 154</u> |
| October 1, 2008 | RTP Question & Answer Session for 2 nd year probationary faculty (and 3 rd years, if applicable) with follow-up questions.
2-3 p.m. <u>Location: UC 202</u> |

Important Dates:

- September 19, 2008 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
- September 26, 2008 Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the RTP process including student ratings and peer evaluations.
- October 6, 2008 RTP Files (**including Requests for Probationary Plan Amendment, if applicable**) must be completed and turned in to departments by 5 p.m. **RTP FILES ARE CLOSED AS OF 5 P.M.**
- November 3, 2008 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.
- November 14, 2008 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.**
- December 12, 2008 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 a recommendation(s) before file is forwarded to university level.
- December 23, 2008 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.**
- January 23, 2009 **(IF NEEDED)** 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.
- February 4, 2009 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 15, 2009 Provost makes final decision regarding **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.

FOURTH- AND SUBSEQUENT-YEAR PROBATIONARY FACULTY: RTP FILES ONLY

These dates do not apply to 5th Year Faculty who were instructed to follow Off-Year Periodic Review process and who are not applying for early tenure/promotion.

While the contractual deadline is June 1, every effort is made to issue final decisions by finals week.

Workshops:

September 30, 2008 **RTP Workshop** for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates. **2-4 p.m.** **Location: UC 202**

October 8, 2008 **RTP Workshop** (repeated) for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
10-noon **Location: USU 309**

October 22, 2008 **RTP Question and Answer Session** for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
2-3 p.m. **Location: UC 202**

October 23, 2008 **RTP Question and Answer Session** for 4th through 6th year probationary faculty not subject to off-year review and promotion candidates.
2-3 p.m. **Location: UC 202**

Important Dates:

September 19, 2008 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.

October 27, 2008 Deans must provide notice by this date to candidates of any material being added to Open Personnel File to be considered in the RTP process including student and peer evaluations ([Article 11.4](#)).

November 3, 2008 RTP Files (**including Requests for Probationary Plan Amendments, if applicable**) must be completed and turned in to departments by 5 p.m. **RTP FILES ARE CLOSED AS OF 5 P.M.**

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- December 1, 2008 Department gives completed recommendation(s) to the candidate (including Probationary Plan Amendment, if any). Candidate has ten (10) days to submit a response to recommendations before file is sent to college/school level.
- December 12, 2008 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.**
- January 26, 2009 College/School peer review committee and the Dean give separate recommendations to candidate (including recommendation on Probationary Plan Amendment, if any). Candidate will have ten (10) days to submit a response to a recommendation(s) before file is forwarded to university level.
- February 6, 2009 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.**
- March 23, 2009 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.
- April 3, 2009 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.**
- June 1, 2009** This is the contractual deadline for the Provost's decisions regarding retention and tenure. Notice will be given by letter through Dean's Office, with faculty signature required to acknowledge receipt ([Article 13.13](#)).

PROMOTION

Policy:

CBA Article [11](#), [14](#), [15](#)

Policy on Promotion ([APM 327](#))

Policy on Faculty Personnel Files ([APM 323](#))

Policy on Faculty Consultation and Voting ([APM 114](#))

Failure on any level to meet a deadline will result in the RTP File moving forward without a recommendation from that level. While the contractual deadline is June 15, every effort is made to issue final decisions by finals week.

Dates **in bold** are mandated by the Unit 3 (Faculty) Collective Bargaining Agreement.

Workshops:

- September 30, 2008 **RTP Workshop** for 4th – 6th year probationary faculty and promotion candidates.
2 – 4 p.m. Location: UC 202
- October 8, 2008 **RTP Workshop** (repeated) for 4th – 6th year probationary faculty and promotion candidates.
10 – noon. Location: USU 309
- October 22, 2008 **RTP Question and Answer Session** for 4th - 6th year probationary faculty and promotion candidates.
2 – 3 p.m. Location: UC 202
- October 23, 2008 **RTP Question and Answer Session** for 4th - 6th year probationary faculty and promotion candidates.
2 – 3 p.m. Location: UC 202

Important Dates:

- September 19, 2008 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
- October 27, 2008 Deans must provide notice to candidates of any material being added to Open Personnel File to be considered in the RTP process including student and peer evaluations **by this date.**
- November 3, 2008 RTP Files must be completed and turned in to departments by 5 p.m. **RTP FILES ARE CLOSED AS OF 5 P.M.**
- December 1, 2008 Department gives completed recommendation(s) to the candidate. Candidate has ten (10) days to submit a response to a recommendation(s) before file is sent to college/school level.
- December 12, 2008 Department forwards RTP File with all recommendations and responses (if any) to the Office of the Dean. **Candidate may still submit a response after this date.**
- January 26, 2009 College/School peer review committee and the Dean give separate recommendations to candidate. Candidate will have ten (10) days to submit a response to a recommendation(s) before file is forwarded to university level.
- February 6, 2009 The Office of the Dean forwards RTP Files with all recommendations and responses (if any) to UBOP via Academic Personnel Services. **Candidate may still submit a response after this date.**

- March 23, 2009 UBOP gives recommendation to the candidate. Candidate has ten (10) days to submit a response to the recommendation via Academic Personnel Services before file is forwarded to Provost.
- April 3, 2009 UBOP via Academic Personnel Services forwards recommendations and responses (if any) to Provost. **Candidate may still submit a response after this date.**
- June 15, 2009** 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. ([Article 14.9](#)).

RANGE ELEVATION FOR LECTURERS

Policy: CBA Article [11](#), [12](#)
Policy on Range Elevation for Lecturers ([APM 332](#))
Policy on Faculty Personnel Files ([APM 323](#))
Policy on Faculty Consultation and Voting ([APM 114](#))

For Range Elevation Effective Fall 2009

- September 19, 2008 Department chairs must declare in writing their intent to make an independent recommendation or participate as a member of the department peer committee. The decision applies to all RTP and Range Elevation reviews in the department.
- February 11, 2009 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 and peer evaluations.
- February 17, 2009 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.**
- March 9, 2009 Department gives completed recommendation(s) to the candidate. Candidate has ten (10) days to submit a response to a recommendation(s) before file is forwarded to the dean.
- March 20, 2009 Department forwards recommendations and responses (if any) to the dean. Candidate may still submit a response after this date.
- April 20, 2009 The Dean makes the final decision regarding range elevation for fall 2009.

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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Teaching Associate Orientation

Friday	August 22	1:00-3:30	UC 202
Friday	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, but 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)

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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

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

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
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 3rd 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 5th 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	UC USU 309
Tuesday	October 14	11:00-12:00	UC USU 309 (repeat)

RTP: 2nd 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: 4th and 6th Year Probationary Faculty and Promotion Candidates (others welcome)

Tuesday	September 30	2:00-4:00	UC 202
Wednesday	October 8	10:00-12:00	USU 309
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

SOURCES OF INFORMATION FOR FACULTY

CBA: www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAatoc.shtml

Academic Policy Manual: http://www.csufresno.edu/aps/forms_policies/apm/index.shtml

Full Time Vacancy Announcements: <http://www.csufresno.edu/aps/vacancy/index.shtml>

APS/Revised July 2008

Reviewed by Academic Senate Personnel Committee, April 2008

L\Web Working File/Calendars/08-09/perscal08-09 wo comments.doc
07/24/08