

ACADEMIC AFFAIRS CALENDAR 2007-2008

FALL SEMESTER

AUGUST 2007

TBA **New International Student ORIENTATION**
ACADEMIC ASSEMBLY for faculty
FACULTY CONVOCATION

AUGUST 1, 2007

Wednesday

- ADMISSION APPLICATION cycle for spring 2008 begins.

AUGUST 10, 2007

Friday

Last day to submit to the Division of Graduate Studies departmental clearance paperwork on behalf of August 2007 master's degree candidates (include a copy of the completed final report on incomplete or in-progress work, if needed for graduation).

AUGUST 15, 16, 17, 2007

Wednesday - Friday

New Tenure-Track Faculty Orientation: Registration begins at 8:00 a.m. Location: Peters Education Center, corner of Shaw and Woodrow next to the Save Mart Center.

AUGUST 20, 2007

Monday

- SEMESTER begins.
- AY Faculty return to Active Status.

AUGUST 23, 2007

Thursday

New Full-Time Lecturer Orientation 9:00 a.m. to 3:00 p.m. Location: UC 202.

AUGUST 24, 2007

Friday

- New Student CONVOCATION

Teaching Associate Orientation: 10:00 a.m. to 12:30 p.m. Location: UC 202.

AUGUST 27, 2007 **Monday**

- INSTRUCTION begins.
- Auditors and "60+ Years" students may register.
- APPLICATION period for degrees to be granted in December 2007 begins.

AUGUST 27-31, 2007 **Monday – Friday**

- WELCOME WEEK '07 - activities and programs for new and continuing students, faculty, and staff.

AUGUST 31, 2007 **Friday**

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

Teaching Associate Orientation: 10:00 a.m. to 12:30 p.m. Location: UC 202.

SEPTEMBER 2007

SEPTEMBER 1, 2007 **Saturday**

SCHOLARSHIP APPLICATIONS for the 20072008 academic year will be available online.

SEPTEMBER 3, 2007 **Monday**

Labor Day - no classes; all offices closed.

SEPTEMBER 4, 2007 **Tuesday**

Searches: All tenure track searches must be authorized and underway by this date.

Workshop on Faculty Hiring Procedures for EEO Designees, Search Committee Chairs, and Search Committee Members. 2:00 – 4:00 p.m. Location: UC 202.

SEPTEMBER 5, 2007 **Wednesday**

Off-Year Review Workshop for 3rd Year Probationary Faculty (others welcome). 11:00 – noon. Location: UC 202.

Workshop on Faculty Hiring Procedures for EEO Designees, Search Committee Chairs, and Search Committee Members. 1:30 – 3:30 p.m. Location: UC 202. Repeat of earlier session.

SEPTEMBER 6, 2007 **Thursday**

Off-Year Review Workshop for 3rd Year Probationary Faculty (others welcome). 1:00 – 2:00 p.m. Location: UC 202. Repeat of earlier session.

SEPTEMBER 7, 2007 **Friday**

Last day to file an application for BACHELOR'S and MASTER'S DEGREES to be granted in December 2007.

SEPTEMBER 10, 2007 **Monday**

Last day to:

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

SEPTEMBER 11, 2007 **Tuesday**

Workshop on Faculty Hiring Procedures for EEO Designees, Search Committee Chairs, and Search Committee Members. 1:30 – 3:30 Location: UC 202. Repeat of earlier session.

SEPTEMBER 12, 2007 **Wednesday**

Workshop on Faculty Hiring Procedures for EEO Designees, Search Committee Chairs, and Search Committee Members. 2:00 – 4:00 p.m. Location: UC 202. Repeat of earlier session.

SEPTEMBER 13, 2007 **Thursday**

Rosh Hashanah begins.
Ramadan begins.

Workshop on Writing Sabbatical and DIP Leave Proposals. 11:00 a.m. – noon.
Location: UC 202.

SEPTETMBER 14, 2007 **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 2007.

Workshop on Writing Sabbatical and DIP Leave Proposals. 3:00-4:00 p.m. Location: UC 202.

SEPTEMBER 18, 2007 **Tuesday**

Off-Year Review Workshop for 3rd Year Probationary Faculty (others welcome). 1:00 – 2:00 p.m. Location: UC 202. Repeat of earlier session.

SEPTEMBER 19, 2007 **Wednesday**

RTP Workshop for 2nd Year Probationary Faculty (others welcome). 2:00-4:00 p.m. Location: UC 202.

SEPTEMBER 20, 2007 **Thursday**

RTP Workshop for 2nd Year Probationary Faculty (others welcome). 2:00-4:00 p.m. Location: UC 202. Repeat of earlier session.

SEPTEMBER 22, 2007 **Saturday**

Yom Kippur

SEPTEMBER 24, 2007 **Monday**

Last day to:

- ADD CLASSES with permission;
- DROP CLASSES for serious and compelling reason 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 25, 2007 **Tuesday**

RTP Workshop for 4th, 5th and 6th year probationary faculty and promotion candidates. 2:00 – 4:00 p.m. Location: UC 202.

SEPTEMBER 26, 2007 **Wednesday**

RTP Workshop (repeated) for 4th, 5th, and 6th year probationary faculty and promotion candidates. 2:00 – 4:00 p.m. Location: UC 202.

SEPTEMBER 28, 2007

Friday

Last day for graduate students to apply for **ADVANCEMENT TO CANDIDACY** this semester in order to be eligible for graduation in May 2008.

RTP (all categories), Off-Year Review, and Range Elevation: 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.

RTP and Off-Year Review - 2nd and 3rd Years: Deans must provide notice of any materials being added to the Open Personnel File to be considered in the RTP process including student and peer evaluations by this date.

RTP Question and Answer Session for 2nd and 3rd year probationary faculty members (others welcome) who have follow-up questions. 2:00 - 3:00 p.m. Location: UC 202.

OCTOBER 2007

OCTOBER 1, 2007

Monday

- **ADMISSION APPLICATION** cycle for fall 2007 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 2007 leave of absence without pay must notify Dean and Provost of intent to return to campus for Spring 2008 Semester.

OCTOBER 2, 2007

Tuesday

RTP Question and Answer Session (repeated) for 2nd and 3rd year probationary faculty members who have follow-up questions. 2:00 - 3:00 p.m. Location: UC 202.

OCTOBER 3, 2007

Wednesday

Off-Year Review Workshop for Department Peer Review Committees and Department Chairs. 1:00 – 2:00 p.m. Location: UC 202.

OCTOBER 4, 2007

Thursday

Off-Year Review Workshop for Department Peer Review Committees and Department Chairs. 11:00 a.m. – noon. Location: UC 202. Repeat of earlier session.

OCTOBER 8, 2007

Monday

RTP: 2nd and 3rd Year (if applicable): RTP files (including requests for probationary plan amendments, if applicable) must be completed and turned in to departments by 5 p.m.

Off-Year Review: 3rd Year Faculty (if applicable): Summary File (including request for probationary plan amendment, if applicable) must be completed and turned in to departments by 5 p.m.

Last day for faculty to submit Credit by Examination grades.

OCTOBER 9, 2007

Tuesday

Off-Year Review Workshop for Department Peer Review Committees and Department Chairs. 1:00 – 2:00 p.m. Location: UC 202. Repeat of earlier session.

OCTOBER 10, 2007

Wednesday

Probationary Plan Workshop – Q&A Session for New Faculty and Senior Probationary Faculty with Proposed Plan Amendments. 1:00 – 2:30 p.m. Location: UC 202.

OCTOBER 11, 2007

Thursday

Probationary Plan Workshop – Q&A Session for New Faculty and Senior Probationary Faculty with Proposed Plan Amendments. 1:00 – 2:30 p.m. Location: UC 202.

OCTOBER 16, 2007

Tuesday

Off-Year Review Workshop for 5th Year Probationary Faculty (others welcome). 11:00 a.m. – noon. Location: UC 202.

OCTOBER 17, 2007

Wednesday

Off-Year Review Workshop for 5th Year Probationary Faculty (others welcome). 1:00 - 2:00 p.m. Location: UC 202. Repeat of earlier session.

OCTOBER 23, 2007

Tuesday

RTP: New Tenure-Track Probationary Plans: Draft Plan must be submitted to department faculty for review.

OCTOBER 29, 2007

Monday

Last day to file edited, committee-approved master's thesis for December 2005 graduation.

Leaves: Professional Leave without Pay Reports, Sabbatical Reports, and Difference in Pay Leave Reports for spring 2007 and for the 2006-2007 Academic Year are due to Dean with copy to Provost.

OCTOBER 30, 2007

Tuesday

Off-Year Review Workshop for 5th Year Probationary Faculty (others welcome). 1:00-2:00 p.m. Location: UC 202. Repeat of earlier session.

OCTOBER 31, 2007

Wednesday

RTP Question and Answer Session for 4th, 5th, and 6th year probationary faculty members and promotion candidates who have follow-up questions. 2:00 - 3:00 p.m. Location: UC 202.

NOVEMBER 2007

NOVEMBER 1, 2007

Wednesday

RTP Question and Answer Session for 4th, 5th, and 6th year probationary faculty members and promotion candidates who have follow-up questions. 2:00 - 3:00 p.m. Location: UC 202.

NOVEMBER 2, 2007

Friday

Off-Year Review: 3rd Year Faculty (if applicable): Due date for department peer committee and chair, if completing separate recommendation, to complete the appropriate section on the Report of Periodic Review (available on Academic Personnel Website) 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. **Candidates may still submit a response after this date.** Report should also address recommendations on any request for Probationary Plan Amendment.

RTP: 2nd (and 3rd year, if applicable): Department gives completed recommendations to the candidate. Candidate has ten (10) days to submit a response to a recommendation(s) before file is forwarded to college/school level. **Candidates may still submit a response after this date.**

RTP and Off-Year Review: 4th, 5th and 6th Years and Promotion Candidates: 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.

NOVEMBER 5, 2007 **Monday**

Student Ratings of Teaching Performance: Distribution of surveys may begin.

NOVEMBER 8, 2007 **Thursday**

Registration for spring 2008 semester begins.

NOVEMBER 12, 2007 **Monday**

VETERAN'S DAY. Campus closed.

NOVEMBER 13, 2007 **Tuesday**

Probationary Plans (New Faculty): Departments forward Probationary Plans to college/school committees and deans.

Off-Year Review: 3rd Year Faculty (if applicable): Due date for department chair to forward Summary File, Report of Periodic Review, recommendations on Probationary Plan Amendment (as applicable) to dean's office.

Off-Year Review: 5th Year Faculty (if applicable): Summary File (including request for probationary plan amendment, if applicable) must be completed and turned in to departments by 5 p.m.

RTP: 2nd (and 3rd year, if applicable): Department forwards RTP Files with all recommendations and responses (if any) to the Office of the Dean. **Candidates may still submit a response after this date.**

NOVEMBER 14, 2007 **Wednesday**

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: RTP Files must be completed and turned into departments by 5 p.m.

NOVEMBER 20, 2007 **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 21, 2007 **Wednesday**

THANKSGIVING RECESS BEGINS
No classes; offices will post hours.

NOVEMBER 23-24, 2007 **Thursday - Friday**

THANKSGIVING RECESS
Campus closed; the library will post holiday hours.

NOVEMBER 29, 2007 **Thursday**

Priority application deadline for SCHOLARSHIPS for the 2007-2008 academic year

TBA DOG DAYS - new student orientation, spring 2008.

DECEMBER 2007

DECEMBER 10, 2007 **Monday**

Off-Year Review: 3rd Year Faculty (if applicable): Due date for college/school peer review committee to complete appropriate section of Report of Periodic Review (form available on Academic Personnel Website) and provide copy to the candidate. Candidate has ten (10) days to submit a response to the committee chair before the file is forwarded to the dean. **Candidates may still submit a response after this date.** Report should include recommendations on Probationary Plan Amendment, if applicable.

Off-Year Review: 5th Year Faculty (if applicable): Due date for department peer committee and chair, if completing separate recommendation, to complete the appropriate section on the Report of Periodic Review (available on Academic Personnel Website) 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. **Candidates may still submit a response after this date.** Report should also address recommendations on any request for Probationary Plan Amendment.

RTP: 2nd (and 3rd year, if applicable): College/School peer review committee and the Dean give separate recommendations to candidate. Candidate has ten (10) days to submit a response to a recommendation(s) before file is forwarded to university level. **Candidates may still submit a response after this date.**

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: Department gives completed recommendation to candidate. Candidate has ten (10) days to submit a response to a recommendation (s) before file is forwarded to university level. **Candidates may still submit a response after this date.**

DECEMBER 12, 2007 **Wednesday**

- Last day of instruction.
- Last day to withdraw from a complete program for circumstances beyond the student's control.

DECEMBER 13-14, 2007 **Thursday - Friday**

Final exam preparation and faculty consultation days.

DECEMBER 14, 2007 **Friday**

Probationary Plans (New Faculty): Probationary Plans are forwarded to UBORT via Academic Personnel Services.

Sabbaticals: Dean makes final decision regarding award of sabbatical and difference in pay leave requests. Dean notifies applicants.

DECEMBER 17-20, 2007 **Monday - Thursday**

FINAL SEMESTER EXAMINATIONS

DECEMBER 20, 2007 **Thursday**

Off-Year Review: 3rd Year Faculty (if applicable): Due date for college peer review committee to notify dean that its recommendations are complete and that Summary File, Report of Periodic Review, recommendations on Probationary Plan Amendment, if any, and all responses (if any) are ready for dean's review.

DECEMBER 21, 2007 **Friday**

Off-Year Review: 5th Year Faculty (if applicable): Due date for department chair to forward Summary File, Report of Periodic Review, recommendations on Probationary Plan Amendment (as applicable) to dean's office.

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: 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.**

FALL SEMESTER ends

Last day to:

- Submit incomplete make-up work or request extension of time for incomplete grades from fall 2004.
- Submit to the Division of Graduate Studies departmental clearance paperwork on behalf of December 2005 master's degree candidates (include a copy of the completed final report on incomplete or in-progress work, if needed for graduation).

DECEMBER 22, 2007 **Saturday**

AY Faculty return to Inactive Status.

DECEMBER 24, 2007 – JANUARY 9, 2008

WINTER RECESS

DECEMBER 25, 2007 – JANUARY 1, 2008

Campus closed.

SPRING SEMESTER

JANUARY 2008

Campus closed (December 25, 2007 – January 1, 2008).

WINTER RECESS (December 24, 2007 – January 9, 2008)

TBA Faculty/Staff Assembly

JANUARY 1, 2008

Tuesday

FINANCIAL AID application filing period for priority consideration for the 2008-2008 academic year begins (Jan. 1 - March 2).

JANUARY 2, 2008

Wednesday

Grades: Fall 2007 grades due from faculty online.

RTP: 2nd (and 3rd year, if applicable): Dean's Office forwards RTP Files with all recommendations and responses (if any) to UBORT via Academic Personnel Services. **Candidate may still submit a response after this date.**

JANUARY 10, 2008

Thursday

- SEMESTER begins.
- AY Faculty return to Active Status.
- TBA New International Student ORIENTATION.

JANUARY 15, 2008

Tuesday

INSTRUCTION begins.
Auditors and "60+ Years" students may register.
Application period for degrees to be granted in May 2007 begins.

JANUARY 18, 2008

Friday

RTP: 2nd (and 3rd year, if applicable): UBORT 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. **Candidates may still submit a response after this date.**

JANUARY 21, 2008

Monday

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

JANUARY 29, 2008

Tuesday

Last day to:

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

RTP: 2nd (and 3rd year, if applicable): UBORT forwards recommendations (if any) and responses (if any) to Provost via Academic Personnel Services. **Candidate may still submit a response after this date.**

JANUARY 31, 2008

Thursday

Off-Year Review: 3rd Year Faculty (if applicable): Due date for dean to complete appropriate section on APS form Report of Periodic Review and provide a copy to the candidate. Candidate has ten (10) days to submit response. **Candidates may still submit a response after this date.** If candidate requested a Probationary Plan Amendment, the dean should include his/her recommendations in the Report of Periodic Review.

FEBRUARY 2008

FEBRUARY 1, 2008

Friday

Off-Year Review: 5th Year Faculty (if applicable): Due date for college/school peer review committee to complete appropriate section of Report of Periodic Review (form available on Academic Personnel Website) and provide copy to the candidate. Candidate has ten (10) days to submit a response to the committee chair before the file is forwarded to the dean. **Candidates may still submit a response after this date.** Report should include recommendations on Probationary Plan Amendment, if applicable.

- 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 2008.

FEBRUARY 7, 2008

Thursday

Chinese New Year

FEBRUARY 8, 2008

Friday

Range Elevations: Deans must provide notice to candidates of any material being added to the Open Personnel File to be considered in the Range Elevation process including student and peer evaluations by this date.

FEBRUARY 11, 2008

Monday

Off-Year Review: 3rd Year Faculty (if applicable): Due date for Summary File, Report of Periodic Review, and all responses (if any) to be placed in candidates' Open Personnel file. Copies of all documents (including Probationary Plan Amendments) 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.

Off-Year Review: 5th Year Faculty (if applicable): Due date for college peer review committee to notify dean that its recommendations are complete and that Summary File, Report of Periodic Review, recommendations on Probationary Plan Amendment, if any, and all responses (if any) are ready for dean's review.

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: College/School peer review committee and Dean give separate recommendations to candidate. Candidate has ten (10) days to submit a response to a recommendation before it is forwarded to university level. **Candidates may still submit a response after this date.**

FEBRUARY 12, 2008

Tuesday

Last day to:

- 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 15, 2008

Friday

RTP: 2nd (and 3rd year, if applicable): Provost must issue final decision regarding SECOND YEAR PROBATIONARY FACULTY, and will also issue decisions regarding third year probationary faculty, if any, subject to the RTP Process instead of off-year review. Notice will be delivered via dean's office with signature required to acknowledge receipt.

FEBRUARY 18, 2008

Monday

Presidents' Day – no classes; all offices closed.

FEBRUARY 20, 2008

Wednesday

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

Range Elevations: Completed applications must be submitted by this date to the departments with copy to dean by 5 p.m. Open Personnel Files will be declared closed at 5 p.m.

FEBRUARY 21, 2008 **Thursday**

Probationary Plans (New Faculty): UBORT forwards new faculty Probationary Plans to Provost via Academic Personnel Services for review and final approval.

FEBRUARY 22, 2008 **Friday**

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: Dean's Office forwards RTP Files with all recommendations and responses (if any) to UBORT and/or UBOP (as appropriate) via Academic Personnel Services. **Candidate may still submit a response after this date.**

FEBRUARY 26, 2008 **Tuesday**

Last day for faculty to submit Credit by Examination grades.

FEBRUARY 29, 2008 **Friday**

Last day for graduate students to apply for ADVANCEMENT TO CANDIDACY this semester in order to be eligible for graduation in August 2007 or December 2007

MARCH 2008

MARCH 2, 2008 **Sunday**

FILING DEADLINE for Financial Aid priority consideration for the 2008-2009 academic year.

MARCH 3, 2008 **Monday**

Last day for INTERNATIONAL STUDENTS to submit a university application for admission to graduate or post-baccalaureate studies for the fall semester.

FERP: Deadline for faculty to notify President of intent to enter program beginning with the 2008-09 academic year.

MARCH 7, 2008 **Friday**

Off-Year Review: 5th Year Faculty (if applicable): Due date for dean to complete appropriate section on APS form Report of Periodic Review and provide a copy to the candidate. Candidate has ten (10) days to submit response. **Candidates may still submit a response after this date.** If candidate requested a Probationary Plan Amendment, the dean should include his/her recommendations in the Report of Periodic Review.

March 10, 2008 **Monday**

Range Elevations: Department gives completed recommendations to the candidate. Candidate has ten (10) days to submit a response to a recommendation (s) before file is forwarded to the dean. **Candidates may still submit a response after this date.**

MARCH 17, 2008 **Monday**

Last day to file edited, committee-approved MASTER'S THESIS for May 2007 graduation.

MARCH 17-21, 2008 **Monday through Friday**

SPRING RECESS

MARCH 23, 2008 **Sunday**

Easter

MARCH 24, 2008 **Monday**

Leaves: Professional Leave without Pay Reports, Sabbatical Reports, and Difference in Pay Leave Reports for fall 2007 are due to dean with copy to Provost.

Off-Year Review: 5th Year Faculty (if applicable): Due date for Summary File, Report of Periodic Review, and all responses (if any) to be placed in candidates' Open Personnel file. Copies of all documents (including Probationary Plan Amendments) 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.

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

MARCH 31, 2008 **Friday**

Cesar Chavez Day - no classes; campus closed.

APRIL 2008

APRIL 1, 2008

Tuesday

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

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: UBORT and UBOP give recommendations to candidates. Candidates have ten (10) days to submit response to the recommendations via Academic Personnel Services before file is forwarded to Provost. **Candidates may still submit a response after this date.**

APRIL 7, 2008

Monday

Student Ratings of Teaching Performance: Distribution of surveys may begin.

APRIL 11, 2008

Friday

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: UBORT and UBOP forward recommendations and responses (if any) to Provost via Academic Personnel. **Candidates may still submit a response after this date.**

APRIL 15, 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.

APRIL 17-20, 2008

Thursday through Sunday

VINTAGE DAYS

APRIL 18, 2008

Friday

Registration for fall 2008 begins.

APRIL 20, 2008

Sunday

Pesach

APRIL 21, 2008

Monday

Range Elevation: Dean makes final decision regarding range elevation for fall 2008.

April 30, 2008

Wednesday

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

MAY 2008

MAY 5, 2008

Monday

Cinco de Mayo

MAY 7, 2008

Wednesday

- Last day of instruction.
- Last day to withdraw from a complete program for circumstances beyond the student's control.

MAY 8-9, 2008

Thursday - Friday

Final exam preparation and faculty consultation days

MAY 12-15, 2008

Monday - Thursday

FINAL SEMESTER EXAMINATIONS

MAY 16, 2008

Friday

Last day to:

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

MAY 17, 2008

Saturday

SPRING SEMESTER ends.
97th annual COMMENCEMENT

MAY 18, 2008

Sunday

AY Faculty return to Inactive Status.

MAY 19, 2008 **Monday**

SUMMER CLASSES begin (May 19 - August 8).

MAY 26, 2008 **Monday**

Memorial Day holiday observed - no classes; campus closed.

MAY 27, 2008 **Tuesday**

Grades: Spring 2008 grades due from faculty online.

May 30, 2008 **Friday**

Probationary Plans: Provost makes final decisions regarding probationary plans.

Retention and Tenure: Contractual deadline for Provost decisions regarding retention and tenure for 3rd, 4th, 5th, and 6th year probationary faculty. Notice will be given through the Deans' offices with faculty signature required to acknowledge receipt.

JUNE 2008

TBA DOG DAYS - new student orientation, fall 2008.

JUNE 1, 2008 **Sunday**

RTP: 4th, 5th (if applicable) and 6th Years and Promotion Candidates: Contractual deadline for Provost's decisions regarding retention and tenure. Notice will be given by letter through Dean's Office, with faculty signature required to acknowledge receipt.

JUNE 13, 2008 **Friday**

Promotion: Contractual deadline for Provost decisions regarding promotion. Notice will be given by letter return receipt requested to home address.

JUNE 15, 2008 **Sunday**

Contractual deadline for RTP decisions (all probationary faculty except 2nd year).

JUNE 20, 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 the spring 2008 semester.
- Last day to file an application for bachelor's degree to be granted August 2008.

JULY 2008

JULY 4, 2008

Friday

Independence Day – 232nd Anniversary of Declaration of Independence – campus closed.

WORKSHOPS

The following workshops related to personnel will be held during the 2007-2008 academic year.

New Tenure-Track Faculty Orientation

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

Wednesday	August 15	8:00-5:00	Peters Education Center
Thursday	August 16	8:00-5:00	Peters Education Center
Friday	August 17	7:30-4:30	Peters Education Center

The Leon Peters Education Center is located at 4010 N. Woodrow (corner of Shaw and Woodrow) next to the Save Mart Center.

New Full-Time Lecturer Orientation

Thursday	August 23	9:00-3:00	UC 202
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Teaching Associate Orientation

Friday	August 24	10:00-12:30	UC 202
Friday	August 31	10:00-12:30	UC 202 (Repeat of earlier orientation)

All new TAs are expected to attend one session.

Faculty Hiring Procedures

Tuesday	September 4	2:00-4:00	UC 202
Wednesday	September 5	1:30-3:30	UC 202 (Repeat of earlier session)
Tuesday	September 11	1:30-3:30	UC 202 (Repeat of earlier session)
Wednesday	September 12	2:00-4:00	UC 202 (Repeat of earlier session)

Sabbatical/DIP Leaves

Thursday	September 13	11:00-12:00	UC 202
Friday	September 14	3:00-4:00	UC 202 (Repeat of earlier session)

Probationary Plans and Probationary Plan Amendments

Friday	August 17	8:30-9:45	Scout Island (Probationary Plans only, as part of New Faculty Orientation)
Wednesday	October 10	1:00-2:30	UC 202 (Q&A Includes Plan Amendments)
Thursday	October 11	1:00-2:30	UC 202 (Q&A Includes Plan Amendments)

Off-Year Review: For 3rd Year Probationary Faculty (others welcome)

Wednesday	September 5	11:00-12:00	UC 202
Thursday	September 6	1:00-2:00	UC 202
Tuesday	September 18	1:00-2:00	UC 202

Off-Year Review: For 5th Year Probationary Faculty (others welcome)

Tuesday	October 16	11:00-12:00	UC 202
Wednesday	October 17	1:00-2:00	UC 202 (repeat)
Tuesday	October 30	1:00-2:00	UC 202 (repeat)

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

Wednesday	October 3	1:00-2:00	UC 202
Thursday	October 4	11:00-12:00	UC 202 (repeat)
Tuesday	October 9	1:00-2:00	UC 202 (repeat)

RTP: 2nd Year Probationary Faculty (others welcome)

Wednesday	September 19	2:00-4:00	UC 202
Thursday	September 20	2:00-4:00	UC 202 (repeat of first session)
Friday	September 28	2:00-3:00	UC 202 (Q&A session)
Tuesday	October 2	2:00-3:00	UC 202 (Q&A session)

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

Tuesday	September 25	2:00-4:00	UC 202
Wednesday	September 26	2:00-4:00	UC 202
Wednesday	October 31	2:00-3:00	UC 202 (Q&A session)
Thursday	November 1	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
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SOURCES OF INFORMATION FOR FACULTY

CBA: www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.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>