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Corrections in yellow highlighting. _____ Revised as of December 10, 2004

July-2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August-2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September-2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October-2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November-2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December-2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January-2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February-2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March-2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April-2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May-2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June-2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**CLASS SCHEDULE BUILDING ACCESS
DEADLINES***

07/09/04	SPRING 2005 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
08/06/04	SPRING 2005 PHASE II SCHEDULE BUILDING MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
09/24/04	SPRING 2005 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
10/11-12/04	SPRING 2005 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
10/29/04	SUMMER 2005 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/DEPARTMENTS
11/03/04	<i>SCHEDULE OF CLASSES</i> , SPRING 2005 AVAILABLE IN THE BOOKSTORE
12/03/04	FALL 2005 PHASE I SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
01/14/05	FALL 2005 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
01/21/05	FALL 2005 PHASE II SCHEDULE BUILDING BEGINS-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
01/21/05	SUMMER 2005 SCHEDULE BUILDING ACCESS ENDS
02/25/05	FALL 2005 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
03/07/05	SUMMER 2005 INFORMATION GUIDE AVAILABLE
3/14-15/05	FALL 2005 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
04/06/05	<i>SCHEDULE OF CLASSES</i> , FALL 2005 AVAILABLE IN THE BOOKSTORE
05/06/05	SPRING 2006 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING

*ALL DATES ARE SUBJECT TO CHANGE

**CURRICULUM DEVELOPMENT
DEADLINES**

07/09/04	DEADLINE FOR: ALL TYPES OF CURRICULUM PROPOSALS PROPOSALS EFFECTIVE: UPPER-DIVISION AND GRADUATE COURSES -- SPRING 2005 LOWER-DIVISION COURSES -- FALL 2005 DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2005 CHALLENGE PERIOD I: SEPTEMBER 17 - OCTOBER 8, 2004
09/03/04	INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS
09/24/04	INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE
10/08/04	PROPOSED INACTIVE COURSES
10/29/04	INACTIVE COURSE CERTIFICATION
12/03/04	DEADLINE FOR UPPER DIVISION, GRADUATE CURRICULUM, AND PROGRAM REQUIREMENTS PROPOSALS PROPOSALS EFFECTIVE: UPPER-DIVISION & GRADUATE: COURSES: SUMMER 2005 OR FALL 2005 DEGREE & OTHER PROGRAM REQUIREMENTS - FALL 2005 CHALLENGE PERIOD II: DECEMBER 10, 2004 - JANUARY 14, 2005
03/04/05	NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

**FACULTY ASSIGNED TIME
DEADLINES**

FALL 2004		SPRING 2005
08/02/04	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS	01/03/05
08/30/04	FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA: 1. ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32) 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS	01/24/05
09/03/04	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION, WHICH WERE DISAPPROVED	01/28/05
09/20/04	SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA: 1. REVISED ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32) 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS	02/14/05
09/24/04	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED	02/18/05
09/29/04	AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH	02/23/05
10/04/04	AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION	02/28/05
10/08/04	COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO AA IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO AA: 1. REVISED ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS	03/04/05
10/12/04	AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH	03/08/05
12/23/04	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES	05/27/05

**FACULTY WORKLOAD REPORTING PROCESS
DEADLINES**

09/29/04	AA FORWARDS FALL 2004 ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
10/15/04	PRELIMINARY FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
10/28/04	FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
11/05/04	UPDATED FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR VERIFICATION
11/12/04	VERIFIED FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
11/19/04	FINAL FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
02/23/05	AA FORWARDS SPRING 2005 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH
03/11/05	PRELIMINARY SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
03/24/05	CORRECTED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
04/01/05	UPDATED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR VERIFICATION
04/08/05	VERIFIED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
04/15/05	FINAL SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES

**PERIODIC EVALUATION
DEADLINES**

08/02/04	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
09/07/04	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS
09/15/04	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/07/05)
10/04/04	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FACULTY FALL FERP
11/01/04	DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
12/23/04	DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL
12/23/04	DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
1/26/05	DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (EIF) TO SUBMIT MATERIALS TO DEPARTMENT
01/26/05	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR SPRING SEMESTER FERPS (CLOSES 3/01/05)
02/07/05	DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP FACULTY)
02/07/05	DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION ("MINI-REVIEW") TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
03/01/05	DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE
05/19/05	DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC EVALUATIONS ("MINI-REVIEWS") OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
05/19/05	DEADLINE FOR SUBMISSION OF PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL
05/19/05	DEADLINE FOR SUBMISSION OF ALL PERIODIC EVALUATIONS OF TEMPORARY FACULTY TO ACADEMIC PERSONNEL (COLLEGE DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF THESE EVALUATIONS TO COLLEGES)

**SABBATICAL LEAVE
DEADLINES**

10/13/04	SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2005-06 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
11/22/04	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2005-06 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
12/13/04	DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
12/20/04	DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2005-06 ACADEMIC YEAR
02/02/05	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS

**DIFFERENCE-IN-PAY LEAVE
DEADLINES**

- 12/03/04** **DIFFERENCE-IN-PAY LEAVE ELIGIBILITY INFORMATION FOR 2005-06 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS**
- 02/22/05** **DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2005-06 TO THE DEPARTMENTAL LEAVE COMMITTEE**
- 03/14/05** **DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS FOR 2005-06**
- 03/21/05** **DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS FOR 2005-06**
- 04/01/05** **FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS FOR 2005-06**

RETENTION, TENURE, AND PROMOTION
DEADLINES

-
- 08/02/04 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
- 09/08/04 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 2:00 P.M. - 3:30 P.M.
- 09/09/04 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 10:30 A.M. – 12:00 P.M.
- 09/15/04 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
- 09/15/04 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE ON RETENTION AND TENURE CANDIDATES (9/15/04– 10/04/04)
- 09/15/04 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT ON PROMOTION CANDIDATES (9/15/04 – 10/18/04)
- 10/04/04 DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 10/18/04 DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 11/08/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 11/29/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 11/29/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE
- 12/13/04 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 12/15/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING CHAIR'S REVIEW, IF ANY)
- 01/28/05 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS
- 02/15/05 DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR (VICE PRESIDENT ACADEMIC AFFAIRS, DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)
- 02/28/05 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 03/15/05 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS
- 03/15/05 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)
- 04/15/05 DEADLINE FOR DEAN'S REVIEW (TENURE)
- 04/15/05 DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS

**RETENTION, TENURE, AND PROMOTION
DEADLINES (CONTINUED)**

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- | | |
|-----------------|---|
| 04/29/05 | DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS |
| 06/01/05 | DEADLINE FOR FINAL DECISION ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (VICE PRESIDENT FOR ACADEMIC AFFAIRS; DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS) |
| 06/01/05 | DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT ACADEMIC AFFAIRS) |
| 06/15/05 | DEADLINE FOR FINAL DECISION ON PROMOTION (VICE PRESIDENT FOR ACADEMIC AFFAIRS, DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS) |
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**RANGE ELEVATION FOR LECTURERS
(POLICY STATEMENT 00-11)**

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- FOLLOWING THE GUIDELINES IN ESTABLISHING PROCEDURES FOR DEPARTMENTS, EACH DEPARTMENT SHALL FORWARD ITS INITIAL PROCEDURES ON RANGE ELEVATION TO THE ACADEMIC SENATE WITHIN TEN DAYS OF APPROVING THE PROCEDURES**
- | | |
|-----------------|---|
| 10/01/04 | THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION |
| 11/01/04 | ANY SUBSEQUENT CHANGES TO APPROVED RANGE ELEVATION PROCEDURES MUST BE FORWARDED TO THE ACADEMIC SENATE BY THE DATE OF THE ACADEMIC YEAR THE PROCEDURES TAKE EFFECT |
| 11/01/04 | EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICES FOR DISTRIBUTION |

**SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE
DEADLINE FOR
SUMMER STIPEND, MINI-GRANT, AND AY ASSIGNED TIME AWARDS**

10/18/04	ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN DEPARTMENT OFFICE. IF SPRING 2004 MINI-GRANT OR 2004 SUMMER STIPEND WAS RECEIVED, A COPY OF THE ACTIVITY REPORT MUST BE ATTACHED TO THE 2005-06 APPLICATION
10/25/04	ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE
11/03/04	2003-04 MINI GRANT ACTIVITY REPORTS, 2004 SUMMER STIPEND ACTIVITY REPORTS, AND 2003-04 ASSIGNED TIME ACTIVITY REPORTS DUE IN THE OFFICE OF UNIVERSITY RESEARCH
11/08/04	ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
12/20/04	ALL SPRING 2005 MINI-GRANT AND 2005 SUMMER STIPEND AWARDS ANNOUNCED
02/21/05	ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE IF A 2004-05 ASSIGNED TIME AWARD WAS RECEIVED, THE ACTIVITY REPORT MUST BE ATTACHED TO THE 2005-06 APPLICATION
02/28/05	ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN EACH COLLEGE DEAN'S OFFICE
03/14/05	ALL 2005-06 AY ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
04/29/05	2005-06 AY ASSIGNED TIME AWARDS ANNOUNCED

**FACULTY AWARDS
DEADLINES**

**(INCLUDING OUTSTANDING PROFESSOR AWARD,
NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD,
DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD
AND DISTINGUISHED FACULTY TEACHING AWARD)**

- | | |
|-----------------|---|
| 10/15/04 | CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION PROCEDURES |
| 12/06/04 | NOMINATIONS DUE IN ACADEMIC SENATE |
| 02/14/05 | SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES |
| 03/07/05 | COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE |
| 04/15/05 | FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE |

ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS

- 11/17/04** **ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT ANNOUNCE THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS**
- 03/04/05** **PRE-PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (FCPD)**
- 04/01/05** **RESULTS OF PRELIMINARY REVIEW ARE ANNOUNCED**
- 04/29/05** **FULL PROPOSAL FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD**
- 05/16/05** **AWARDS ARE ANNOUNCED**

TESTING TIMETABLE

AMERICAN COLLEGE TEST (ACT)	OCTOBER 23 AND DECEMBER 11, 2004, FEBRUARY 12, APRIL 9 AND JUNE 11, 2005
CHEM IIIA TEST	JULY 28, SEPTEMBER 1, AND NOVEMBER 10, 2004 JANUARY 12, JANUARY 26, APRIL 27, AND JUNE 17, 2005
ENGLISH PLACEMENT TEST (EPT)	JULY 17, AUGUST 21 AND DECEMBER 4, 2004 JANUARY 15, MARCH 19, MAY 7 AND JUNE 18, 2005
ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)	JULY 17, AUGUST 21, AND DECEMBER 4, 2004 JANUARY 15, MARCH 19, MAY 7 AND JUNE 18, 2005
EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)	AUGUST 18 AND AUGUST 25, 2004 JANUARY 12 AND JANUARY 19, 2005
PRAXIS	JANUARY 8 AND JUNE 11, 2005
SAT I AND SAT II	NOVEMBER 6, 2004 JANUARY 22 AND JUNE 4, 2005
WRITING PROFICIENCY EXAMINATION (WPE)	JULY 10, SEPTEMBER 25 AND NOVEMBER 20, 2004 FEBRUARY 26, APRIL 30 AND JULY 9, 2005
WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)	TBA
WRITING PROFICIENCY EXAMINATION ESSAY READINGS	JULY 24, OCTOBER 9 AND DECEMBER 11, 2004 MARCH 12, MAY 14 AND JULY 23, 2005
WRITING PROFICIENCY EXAMINATION PRE-TEST READINGS	SEPTEMBER 11, 2004

JULY 2004

6/30-7/18	WINTER 2005 PHASE II SCHEDULING ON-LINE
1	SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)
1	DIRECT DEPOSIT POSTING (JUNE PAYROLL)
1	REGISTRATION INFORMATION AVAILABLE FOR COOPERATIVE EDUCATION INTERNSHIPS (CAREER DEVELOPMENT CENTER)
2	CENSUS DATE SUMMER SESSION II 2004
5	INDEPENDENCE DAY HOLIDAY OBSERVANCE, MONDAY (UNIVERSITY IS CLOSED)
9	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, DISKETTE FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
9	*SPRING 2005 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
9	END OF SUMMER SESSION I 2004
9-10	OVERNIGHT SOAR – FRESHMEN (ALL MAJORS)
10	WRITING PROFICIENCY EXAMINATION (WPE)
12	SUMMER BRIDGE BEGINS
12-8/20	SUMMER SESSION III 2004
14-17	SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2004
TBA	WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
17	ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATH EXAMINATION (ELM)
19	DEADLINE FOR ON-LINE SCHEDULING OF WINTER 2004
21-23	SOAR, ADVISING AND REGISTRATION – FRESHMEN (ALL MAJORS)
22-23	OVERNIGHT SOAR - FRESHMEN (ALL MAJORS)
23	CENSUS DATE SUMMER SESSION III 2004
24	WRITING PROFICIENCY EXAM ESSAY READING
27	SOAR, ADVISING AND REGISTRATION - TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING)
27	ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
28	SOAR, ADVISING AND REGISTRATION - TRANSFERS (HEALTH AND HUMAN SERVICES/ARTS)
28	CHEM IIIA TEST
29	SOAR, ADVISING AND REGISTRATION - TRANSFERS (LIBERAL ARTS)
30	SOAR, ADVISING AND REGISTRATION - TRANSFERS (BUSINESS)

*SUBJECT TO CHANGE

JULY 2004

- 30 MCNAIR SCHOLARS RESEARCH PROGRAM ENDS
- 30 PAYDAY AFTER 4:00 P.M. (JULY) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 31 SOAR, ADVISING AND REGISTRATION – TRANSFERS (ALL MAJORS)

AUGUST 2004

- 1 FIRST DAY OF INITIAL FILING OF SPRING 2005 ADMISSION APPLICATIONS
- 1 EXTENDED EDUCATION REGISTRATION BEGINS FOR FALL 2004
- 1-31 INITIAL FILING PERIOD FOR SPRING 2005 ADMISSION
- 2 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
- 2 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
- 2 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES
- 2 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2004 SEMESTER
- 2 DIRECT DEPOSIT POSTING (JULY PAYROLL)
- 3-6 SOAR – (TENTATIVE DATES)
- 5 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2004
- 6 *SPRING 2005 PHASE II SCHEDULE BUILDING ACCESS BEGINS
- 6 DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO UCES FOR WINTER 2005, FRIDAY, AUGUST 6, 2004
- 6 UPWARD BOUND ENDS
- 10-11 GENERAL EDUCATION SUMMER INSTITUTE (GESI) - 8:15 A.M. – 4:30 P.M.
FACULTY DEVELOPMENT CENTER (LIBRARY WEST – FIFTH FLOOR)
- 11 FEDERAL WORK STUDY JOB PLACEMENT FAIR
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 18 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
- TBA GRADUATE ORIENTATION PROGRAM
- 18 SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES – FRESHMEN
- 19 NEW FACULTY ORIENTATION (TENURE-TRACK FACULTY) SCHEDULED IN THE KARL W. E. ANATOL CENTER
- 20 SUMMER BRIDGE ENDS
- 20 END OF SUMMER SESSION III 2004
- 20 SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES– TRANSFERS

* SUBJECT TO CHANGE

AUGUST 2004

- 21 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
- TBA EDUCATIONAL EQUITY TRANSFER STUDENT WORKSHOPS
- 23 FALL 2004 STUDENT PARKING DECALS REQUIRED-DECALS EXPIRE 12/24/04
- 23 DEADLINE FOR COLLEGES TO RETURN FINAL PROPOSALS FOR WINTER 2005 TO UCES
- 23 FACULTY/STAFF PARKING DECALS REQUIRED - ACADEMIC YEAR DECALS EXPIRE 06/03/05;
FALL SEMESTER DECALS EXPIRE 12/26/04
- 23 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 6/03/05
- 23 FIRST DAY OF FALL 2004 SEMESTER
- 24 NEW INTERNATIONAL STUDENT ORIENTATION
- 25 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 26 ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) AND
ASSESSMENT COMMITTEE ANNOUNCE FALL APPLICATION PROCESS FOR FACULTY
TRAVEL AWARDS
- 26 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2004
- 26-27 REGISTRATION UNAVAILABLE FOR FALL 2004
- 27 FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED
- 27 ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL
BY 3:00 P.M.
- 27 LAST DAY TO APPLY FOR A 100% REFUND OF PARKING FEES FROM BURSAR'S OFFICE
- 27 CONVOCATION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS
- 28 MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS
- 28-30 DEPARTMENTAL ADVISING
- 29 LAST DAY TO FILE FOR COMPLETE WITHDRAWAL OR CANCELLATION OF CLASSES FOR
100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
- 29 LAST DAY FOR REGISTRATION AND ADJUSTMENTS PRIOR TO FIRST DAY OF INSTRUCTION
- 30 PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE
UNIVERSITY FEES AND NON-RESIDENT TUITION)
- 30 OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2004 THROUGH UCES
- 30 FIRST DAY OF CLASSES
- 30 REGISTRATION PAYMENTS MUST INCLUDE A \$25 LATE REGISTRATION FEE
- 30 FIRST SUBMISSION OF FACULTY ASSIGNED TIME
COLLEGES FORWARD THE FOLLOWING TO AA:
1. ASSIGNED TIME SUMMARY SHEET
 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING
7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET)
FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

AUGUST 2004

- 31 PAYDAY AFTER 4:00 P.M. (AUGUST) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 31 LAST DAY TO APPLY FOR SPRING 2005 ADMISSION AS AN UNDERGRADUATE TRANSFER STUDENT

SEPTEMBER 2004

- 1 DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)
- 1 CHEM IIIA TEST
- 2 REGISTRATION AND ADJUSTMENTS RESUME
- 3 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED
- 3 INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS
- 5 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS
- 6 LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 8 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 8 DEADLINE FOR DEPARTMENTS TO FORWARD FINAL PROOF FOR WINTER 2005 TO COLLEGE OFFICES
- 8 LAST DAY TO APPLY FOR A 100% REFUND OF ATHLETIC PASS (SAR)
- 8 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 2:00 PM – 3:30 PM
- 8 ADMISSIONS DAY (ADMISSIONS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON MONDAY, DECEMBER 27, 2004, WHEN THE UNIVERISTY WILL BE CLOSED)
- 9 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 10:30 AM – 12:00 PM
- 11 WRITING PROFICENCY READING PRE-TEST READINGS
- 13 DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION
- 13 DEADLINE FOR CREDIT BY EXAMINATION
- 13 DEADLINE TO USE WEB OR IVR TO ADD A COURSE
- 13 LAST DAY TO DROP A COURSE OR WITHDRAW (BY WEB OR IVR) WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR AND WITHOUT RECEIVING A “W” ON PERMANENT RECORD, FALL 2004
- 15 LAST DAY TO REGISTER FOR COOPERATIVE EDUCATION COURSES FOR FALL 2004
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE ON RETENTION AND TENURE CANDIDATES (9/15/04 – 10/04/04)

SEPTEMBER 2004

- 15 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT ON PROMOTION CANDIDATES (9/15/04 – 10/18/04)
- 15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY (CLOSES 2/07/05)
- 15 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
- 17 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 7, 2004 (ENDS OCTOBER 8, 2004)
- 20 RESIDENCE DETERMINATION DATE FOR FALL 2004
- 20 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS
- 20 SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS
- 23 DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2005 TO UCES
- 23 FALL FACULTY TRAVEL APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
- 24 *SPRING 2005 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 24 INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE
- 24 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
- 25 DEANS FORWARD SUPPLEMENTAL FALL 2004 ASSIGNED TIME SUMMARY SHEETS TO ACADEMIC AFFAIRS (SECOND SUBMISSION) AND FACULTY REIMBURSED PAYROLL FORMS
- 25 ACADEMIC AFFAIRS – DEANS RETREAT
- 25 WRITING PROFICIENCY EXAM (WPE)
- 27 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 27 LAST DAY FOR OPEN UNIVERSITY AND EXTENSION CREDIT ENROLLMENT
- 27 CENSUS DATE FALL 2004
- 28 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 29 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
- 30 PAYDAY AFTER 4:00 P.M. (SEPTEMBER) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

*SUBJECT TO CHANGE

OCTOBER 2004

- 1 THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) SHALL PROVIDE A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
- 1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE SPRING 2005
- 1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS FOR LEAVES TAKEN DURING THE 2003-04 ACADEMIC YEAR OR THE SPRING 2005 SEMESTER
- 1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR SPRING 2005
- 1 DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)
- 1 FALL 2004 FACULTY EVALUATION PRE-PRINTED AND BLANK CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS
- 1-11/30 INITIAL FILING PERIOD FOR FALL 2005 ADMISSION
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 4 DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 4 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERF FACULTY)
- 4 ON-CAMPUS INTERVIEWS BEGIN (CAREER DEVELOPMENT CENTER)
- 4 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION
- TBA GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES)
- 6-8 DEANS' RETREAT
- 8 CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION
- 8 PROPOSED INACTIVE COURSES
- 8 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO AA
IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS
- 8 FINANCIAL AID SECOND MAJOR CHECK DISBURSEMENT CHECKS MAILED
- 9 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 10 AWARDS FROM FALL FACULTY TRAVEL APPLICATIONS ANNOUNCED BY THE ASSESSMENT COORDINATOR/COMMITTEE
- 11-12 *SPRING 2005 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES

*SUBJECT TO CHANGE

OCTOBER 2004

- 12 **ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH**
- 13 **CAMPUS-WIDE EMERGENCY EVACUATION DRILL - 1:15 P.M.**
- 13 **SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2005-06 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS**
- 13 **COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OSERVED ON TUESDAY, DECEMBER 28, 2004, WHEN THE UNIVERSITY WILL BE CLOSED)**
- 13 **STUDY ABROAD FAIR, 10:00 A.M. – 2:00 P.M., FRIENDSHIP WALK**
- 14 **ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY FALL 2004 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION**
- 15 **DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2005 OR SUMMER 2005 GRADUATION**
- 15 **CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION PROCEDURES FOR FACULTY AWARDS INCLUDING OUTSTANDING PROFESSOR AWARD, NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD, DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, AND DISTINGUISHED FACULTY TEACHING AWARD)**
- 15 **PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP**
- 15 **DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR FALL 2004 FACULTY EVALUATIONS TO INSTITUTIONAL RESEARCH**
- 15 **PRELIMINARY FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION**
- 16 **ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION**
- 17 **DEANS RETURN VERIFIED PRELIMINARY FALL 2004 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS**
- 18 **DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE**
- 18 **ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN DEPARTMENT OFFICE. IF SPRING 2004 MINI-GRANT OR 2004 SUMMER STIPEND WAS RECEIVED, A COPY OF THE ACTIVITY REPORT MUST BE ATTACHED TO THE 2005-06 APPLICATION**
- 21 **ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH**
- 22 **FALL 2004 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS**
- 23 **AMERICAN COLLEGE TEST (ACT)**
- 25 **ALL 2005 SUMMER STIPENDS AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE**
- 27 **LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE**
- 27 **ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.**
- 28 **"CSULB FALL JOB FAIR" AND "ACCOUNTING RECRUITING DAY" AT USU-LONG BEACH BALLROOM 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)**

OCTOBER 2004

- 28 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 28 FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
- 29 TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2005
- 29 *SUMMER 2005 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/ DEPARTMENTS AT MEETING
- 29 INACTIVE COURSE CERTIFICATION

NOVEMBER 2004

- 1 DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
- 1 PAYDAY AFTER 4:00 P.M. (OCTOBER) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 1 DEADLINE TO APPLY FOR SPRING 2005 LONDON SEMESTER
- 1 ANY SUBSEQUENT CHANGES TO APPROVED RANGE ELEVATION PROCEDURES MUST BE FORWARDED TO THE ACADEMIC SENATE BY THE DATE OF THE ACADEMIC YEAR THAT THE PROCEDURES TAKE EFFECT
- 1 EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICE FOR DISTRIBUTION
- 1 WINTER SESSION 2005 REGISTRATION BEGINS
- 1 DEPARTMENTS RECEIVE MINOR CAPITAL OUTLAY REQUEST FROM THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS
- 1 DEADLINE TO FILE RESIDENCY RECLASSIFICATION FOR SPRING 2005
- 2 DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)
- 2 LATE SPRING 2005 RESIDENCE RECLASSIFICATION PROCESS FOR EARLY REGISTRATION \$10 MISSED DEADLINE FEE
- 3 ACADEMIC AFFAIRS DISTRIBUTES SPRING 2005 NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS
- 3 2003-04 MINI-GRANT ACTIVITY REPORTS, 2004 SUMMER STIPEND ACTIVITY REPORTS, AND 2003-04 ASSIGNED TIME ACTIVITY REPORTS DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 3 *SCHEDULE OF CLASSES, SPRING 2005, AVAILABLE IN THE BOOKSTORE
- 3 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
- 4 FALL 2004 ERS-STUDENTS, ERS--DEGREES FOR SUMMER 2004, ERS-TEACHERS, DUE TO THE OFFICE OF THE CHANCELLOR
- 4 FACULTY SUPPER CLUB (TENTATIVE)
- 5 UPDATED FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR VERIFICATION
- 6 SAT I AND SAT II
- *SUBJECT TO CHANGE

NOVEMBER 2004

- 8 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 8 ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
- 8 FEE PAYMENT FOR SPRING 2005 REGISTRATION BEGINS
- 8 *SPRING 2005 REGISTRATION AND ADJUSTMENTS BEGINS
- 10 CHEM IIIA TEST
- 11 UCES DISTRIBUTES SUMMER 2005 FINAL PROOFS TO ACADEMIC SCHEDULING
- 11 ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) AND ASSESSMENT COMMITTEE ANNOUNCE FY 04-05 APPLICATION PROCESS FOR FACULTY ASSESSMENT PROJECT GRANT PROPOSALS
- 11 VETERANS DAY OBSERVED, UNIVERSITY IS OPEN. (VETERANS DAY IS RESCHEDULED AND WILL BE OFFICIALLY OBSERVED ON FRIDAY, NOVEMBER 26, 2004 (WHEN UNIVERSITY IS CLOSED))
- 12 VERIFIED FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 17 ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT ANNOUNCE THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS
- 17 FALL 2004 FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO DEPARTMENTS
- 19 SECOND ANNUAL CSU SOUTH NEW CHAIRS WORKSHOP 8:30 A.M. – 4:30 P.M. THE POINTE
- 19 FINAL FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
- 19 DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN'S SIGNATURE, FALL 2004
- 20 WRITING PROFICIENCY EXAMINATION (WPE)
- 22 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2005-06 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
- 22 DEADLINE TO SUBMIT STAFFORD LOAN APPLICATION TO FINANCIAL AID FOR LOAN PERIOD ENDING DECEMBER 2004
- 25-26 THANKSGIVING DAY, THURSDAY (UNIVERSITY IS CLOSED THURSDAY AND FRIDAY)
- 26 UNIVERSITY IS CLOSED. (VETERANS DAY, NOVEMBER 11, 2004, RESCHEDULED AND OFFICIALLY OBSERVED)
- 29 REMINDER FOR PART-TIME FACULTY, TA'S AND GA'S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
- 29 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE

*SUBJECT TO CHANGE

NOVEMBER 2004

- 29 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING DEPARTMENT CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 29 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M
- 29 DEADLINE TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FOR FALL 2004 FROM BURSAR'S OFFICE
- 30 NO REFUND OF PARKING PERMIT FEES FOR FALL 2004
- 30 LAST DAY OF INITIAL FILING PERIOD FOR FALL 2005 ADMISSION FOR UNDERGRADUATES

DECEMBER 2004

- 1 PAYDAY AFTER 4:00 P.M. (NOVEMBER) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 1 DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2005
- 1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR FALL 2005 OR WINTER 2005 GRADUATION
- 1 FACULTY SUPPER CLUB (TENTATIVE)
- 2 DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)
- 3 DIFFERENCE-IN-PAY LEAVE ELIGIBILITY INFORMATION FOR 2005-06 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
- 3 *FALL 2005 PHASE 1 SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/ COLLEGES
- 3 DEADLINE FOR UPPER DIVISION, GRADUATE CURRICULUM, AND PROGRAM REQUIREMENTS PROPOSALS FROM COLLEGES TO CURRICULUM OFFICE
- 4 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)
- TBA WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)
- 6 NOMINATIONS FOR DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, DISTINGUISHED FACULTY TEACHING AWARD, OUTSTANDING PROFESSOR AWARD, AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD DUE IN ACADEMIC SENATE
- 6 DEADLINE FOR COLLEGES TO RETURN SUMMER 2005 FINAL PROOFS TO ACADEMIC SCHEDULING
- 8 ACADEMIC AFFAIRS DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS
- 8-31 2005-06 SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE ASSIGNED TIME, SPRING 2005 MINI GRANT, AND 2003 SUMMER STIPEND AWARDS ANNOUNCED (OFFICE OF UNIVERSITY RESEARCH)
- 10 LAST DAY OF INSTRUCTION, FALL 2004
- 10 DEADLINE TO DROP A COURSE FOR FALL 2004 (WITH THE DEAN'S APPROVAL)
- 10 CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS: SUBMITTED DECEMBER 3, 2004; ENDS JANUARY 14, 2005
- 11 COLLEGES/DEPARTMENTS RECEIVE SPRING 2005 ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)

*SUBJECT TO CHANGE

DECEMBER 2004

- 11 AMERICAN COLLEGE TEST (ACT)
- 11 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 13 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 13 DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS REGARDING SABBATICAL LEAVES FOR THE 2005-06 ACADEMIC YEAR
- 13 FALL 2004 FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
- 13-18 FINAL EXAMS
- 15 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING DEPARTMENT CHAIR'S REVIEW, IF ANY)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 20 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2005-06 ACADEMIC YEAR
- 20 ALL SPRING 2005 MINI-GRANT AND 2005 SUMMER STIPEND AWARDS ANNOUNCED
- 23 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES
- 23 ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 12:00 NOON.
- 23 ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 12 NOON
- 23 DEADLINE TO REQUEST SPRING 2005 EDUCATIONAL LEAVE WITHOUT PENALTY
- 23 DEADLINE TO FILE REQUEST FOR FALL 2004 EDUCATIONAL LEAVE WITH \$10 MISSED DEADLINE FEE
- 23 LAST DAY OF FALL 2004 SEMESTER
- 23 * DEADLINE TO SUBMIT GRADES FOR FALL 2004
- 23 DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL
- 23 DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
- 24 CHRISTMAS HOLIDAY OBSERVED, FRIDAY, DECEMBER 24. (UNIVERSITY IS CLOSED)
- 24-1/21/05 WINTER RECESS
- 27 UNIVERSITY IS CLOSED, (ADMISSIONS DAY, SEPTEMBER 9, 2004 RESCHEDULED AND OFFICIALLY OBSERVED MONDAY, DECEMBER 27, 2004)
- 28 UNIVERSITY IS CLOSED (COLUMBUS DAY, OCTOBER 13, 2004, RESCHEDULED AND OFFICIALLY OBSERVED TUESDAY, DECEMBER 28, 2004)
- 29 UNIVERSITY IS CLOSED (LINCOLN'S BIRTHDAY, FEBRUARY 12, 2005, RESCHEDULED AND OFFICIALLY OBSERVED WEDNESDAY, DECEMBER 29, 2004)

*SUBJECT TO CHANGE

DECEMBER 2004

- 30 UNIVERSITY IS CLOSED, THURSDAY (DEPENDING UPON THE APPROPRIATE MEMORANDA OF UNDERSTANDING, EMPLOYEES SHALL BE REQUIRED TO USE ACCRUED CTO OR VACATION TIME TO COVER THIS DAY OF CLOSURE OR AN EMPLOYEE MAY CHOOSE TO USE HIS/HER PERSONAL HOLIDAY, OR BE DOCKED FOR THURSDAY, DECEMBER 30, 2004)
- 31 NEW YEAR'S DAY (OBSERVED), FRIDAY, DECEMBER 31, 2004. (UNIVERSITY IS CLOSED)

JANUARY 2005

- 2-2/15 STUDENTS RECEIVE RENEWAL FAFSA (FINANCIAL AID FORM) FOR 2005-06 FROM FEDERAL PROCESSOR
- 3 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES
- 3 PAYDAY (DECEMBER 2004) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS (NOT SUBMITTED ON 12/23 DUE IN PAYROLL BY 8:00 A.M.)
- 3 DIRECT DEPOSIT POSTING DATE (DECEMBER PAYROLL)
- 3 INSTRUCTION BEGINS: WINTER SESSION 2005; WINTER SESSION PARKING DECALS REQUIRED – DECALS EXPIRE 1/21/05
- 3-21 WINTER SESSION 2005
- 4 SOAR ACADEMIC ADVISOR TRAINING
- 5 2005-06 FINANCIAL AID APPLICATIONS AVAILABLE-CAL GRANTS AND STATE AND FEDERAL FINANCIAL AID PROGRAMS
- 5 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (NATURAL SCIENCES, MATHEMATICS AND ENGINEERING)
- 6 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (ARTS AND HEALTH AND HUMAN SERVICES)
- 7 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (LIBERAL ARTS)
- 8 PRAXIS TEST
- 10 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (BUSINESS ADMINISTRATION)
- 12 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 12 DEADLINE TO PAY SPRING 2005 FEES WITHOUT PAYMENT OF LATE REGISTRATION FEE OF \$25
- 12 CHEM IIIA TEST
- 14 CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION
- 14 REGISTRATION MATERIALS AVAILABLE FOR SPRING 2005 COOPERATIVE EDUCATION COURSES
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 14 *FALL 2005 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 15 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR FALL 2005 MAILED
- TBA EDUCATIONAL EQUITY SERVICES TRANSFER STUDENT WORKSHOP
- 15 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

*SUBJECT TO CHANGE

JANUARY 2005

- 17 **SPRING 2005 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 06/03/05**
- 17 **SPRING 2005 FACULTY/STAFF/STUDENT PARKING PERMITS REQUIRED – PERMITS EXPIRE 06/03/05**
- 17 **MARTIN LUTHER KING, JR. HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)**
- 18 **INTERNATIONAL STUDENT ORIENTATION**
- 19 **EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)**
- 19 **FALL 2004 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS**
- 19-21 **DEPARTMENTAL ADVISING**
- 20 **SOAR - ORIENTATION TO CAMPUS LIFE AND RESOURCES**
- 20 **SOAR, ADVISING AND REGISTRATION (ORIENTATION TO CAMPUS LIFE AND RESOURCES)**
- 20 **ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) AND ASSESSMENT COMMITTEE ANNOUNCE SPRING APPLICATION PROCESS FOR FACULTY TRAVEL AWARDS**
- 20-21 **SPRING 2005 REGISTRATION UNAVAILABLE**
- 21 ***SUMMER 2005 SCHEDULE BUILDING ENDS**
- 21 **FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED**
- 21 **LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2005 PARKING PERMIT FEES (BURSAR'S OFFICE)**
- 21 **FINANCIAL AID FIRST MAJOR CHECK DISBURSEMENT CHECKS MAILED**
- 21 **LAST DAY OF CLASS, WINTER SESSION 2005**
- 21 *** FALL 2005 PHASE II SCHEDULE BUILDING ACCESS BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING**
- 22 **SAT I AND SAT II**
- 22-24 **DEPARTMENTAL ADVISING**
- 23 **LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES**
- 23 **DEADLINE TO REGISTER FOR SPRING 2005 WITHOUT PAYMENT OF LATE REGISTRATION FEE OF \$25**
- 23 **RESIDENCY DETERMINATION DATE FOR SPRING 2005**
- 24 **SPRING 2005 REGISTRATION INCLUDES A \$25 LATE REGISTRATION FEE**
- 24 **PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)**
- 24 **FIRST DAY OF SPRING 2005 SEMESTER**

***SUBJECT TO CHANGE**

JANUARY 2005

- 24 **FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:**
1. ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS
- 25 **DEADLINE TO SUBMIT GRADE ROSTERS FOR WINTER SESSION 2005**
- 26 **COLLEGE DEANS FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:**
- REQUEST FORMS FOR ASSIGNMENTS TOTALING MORE THAN 6 WTU (DO NOT FORWARD CODES: 11, 18, 21a, 21c, 31, 32)
-ASSIGNED TIME SUMMARY SHEET (FIRST SUBMISSION)
- 26 **EXTENDED EDUCATION – SPRNG 2005 OPEN UNIVERSITY ENROLLMENT BEGINS**
- 26 **OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS (ETF) FOR SPRING FERPS (CLOSES 3/1/04)**
- 26 **CHEM IIIA TEST**
- 27 **FALL 2004 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY**
- 27 **ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.**
- 28 **ACADEMIC AFFAIRS (AA) NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED**
- 28 **DEADLINE FOR DEANS' REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS**
- 31 **PAYDAY AFTER 4:00 P.M. (JANUARY) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.**

FEBRUARY 2005

- 1 **DEADLINE FOR APPLICATION FOR CSU INTERNATIONAL PROGRAMS (IP)**
- 1 **DIRECT DEPOSIT POSTING DATE (JANUARY PAYROLL)**
- 2 **FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2005-06 ACADEMIC YEAR**
- 2 **ACADEMIC AFFAIRS NOTIFIES DEANS OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION, WHICH WERE DISAPPROVED**
- 2 **ACADEMIC AFFAIRS ANNOUNCES SABBATICAL LEAVE AWARDS FOR 2005-06 ACADEMIC YEAR**
- 7 **DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP FACULTY)**
- 7 **DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION (“MINI-REVIEW”) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE**
- 7 **DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION**
- 7 **DEADLINE TO DROP OR WITHDRAW WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR – DROP WITHOUT "W" GRADE**

FEBRUARY 2005

- 7 LAST DAY TO USE WEB OR IVR TO ADD A COURSE
- 7 DEADLINE FOR CREDIT BY EXAMINATION
- 9 CAMPUS-WIDE EMERGENCY EVACUATION DRILL 10:15 A.M.
- 12 AMERICAN COLLEGE TEST (ACT)
- 12 LINCOLN'S BIRTHDAY, SATURDAY, FEBRUARY 12, CAMPUS CLOSED. (LINCOLN'S BIRTHDAY WAS OFFICIALLY OBSERVED ON WEDNESDAY, DECEMBER 29, 2004, WHEN THE UNIVERSITY WAS CLOSED)
- 12 LAST DAY TO APPLY FOR A 100% REFUND OF ATHLETIC PASS (S.A.R.) **[PROPOSED]**
- 14 SUPPORTING MATERIALS FROM NOMINEES FOR DISTINGUISHED FACULTY AWARDS (OUTSTANDING PROFESSOR AWARD, AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD) DUE TO COLLEGE OFFICES
- 14 SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31, & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS
- 14 LAST DAY TO ADD A COURSE, SPRING 2005; DEADLINE TO REQUEST CREDIT/NO CREDIT OR AUDIT GRADE OPTIONS
- 15 DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR (VICE PRESIDENT, ACADEMIC AFFAIRS, DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 17 SPRING FACULTY TRAVEL APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
- 18 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE)
- 18 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
- 18 CENSUS DATE, SPRING 2005
- 20 LAST DAY TO ADD A COOPERATIVE EDUCATION COURSE, SPRING 2005
- 21 ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE. IF A 2004-05 ASSIGNED TIME AWARD WAS RECEIVED, THE ACTIVITY REPORT MUST BE ATTACHED TO THE 2005-06 APPLICATION
- 21 PRESIDENT'S DAY, MONDAY (UNIVERSITY IS CLOSED)
- 21 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 21 DEPARTMENTS RETURN MINOR CAPITAL OUTLAY REQUEST TO THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS
- 22 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2005-06 TO THE DEPARTMENTAL LEAVE COMMITTEE
- 23 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES

FEBRUARY 2005

- 23 **ACADEMIC AFFAIRS FORWARDS SPRING 2005 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH**
- 24 **“SPRING JOB FAIR” AND AT USU – SECOND FLOOR – 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)**
- 25 ***FALL 2005 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS**
- 25 **ACADEMIC AFFAIRS NOTIFIES DEANS OF ANY ASSIGNED TIME REQUESTS, FROM SECOND SUBMISSION, WHICH WERE DISAPPROVED**
- 25 **SPRING 2005 FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS**
- 25 **LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE**
- 26 **DEADLINE FOR SUBMISSION OF FALL 2005 CREDIT COURSE PROPOSALS TO UNIVERSITY COLLEGE & EXTENSION SERVICES**
- 26 **WRITING PROFICIENCY EXAMINATION (WPE)**
- 28 **DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR**
- 28 **ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.**
- 28 **ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN COLLEGE DEANS' OFFICE**
- 28 **ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT AND FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION**
- 28 **ON-CAMPUS INTERVIEWS BEGIN (CAREER DEVELOPMENT CENTER)**

MARCH 2005

- 1 **DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE**
- 1 **PAYDAY AFTER 4:00 P.M. (FEBRUARY) - ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.**
- 1 **DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS FOR LEAVES TAKEN DURING THE FALL 2005 SEMESTER**
- 1 **RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL 2005 EARLY REGISTRATION**
- 1 **DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2005 OR WINTER 2006 GRADUATION**
- 1 **DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT COMMITTEE**
- 2 **FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2005-06**
- 2 **DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)**
- 2 **FACULTY SUPPER CLUB (TENTATIVE)**

***SUBJECT TO CHANGE**

MARCH 2005

- 4 NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRRICULUM OFFICE
- 4 STUDENT RESEARCH COMPETITION
- 4 DEANS RETURN VERIFIED PRELIMINARY SPRING 2005 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS
- 4 DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
- 4 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO ACADEMIC AFFAIRS IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. REVISED ASSIGNED TIME SUMMARY SHEET
 2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS
- 4 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 4 PRE-PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (FCPD)
- 5 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 6 AWARDS FOR SPRING FACULTY TRAVEL APPLICATIONS ANNOUNCED BY THE ASSESSMENT COORDINATOR/COMMITTEE
- 7 COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS FOR DISTINGUISHED FACULTY AWARDS (OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD) DUE IN ACADEMIC SENATE OFFICE
- 7 SUMMER 2005 INFORMATION GUIDE AVAILABLE
- 8 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH
- TBA INTERNSHIP AND VOLUNTEER FAIR 2005 (SPONSORED BY CAREER DEVELOPMENT CENTER)
- 11 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR SPRING 2005 FACULTY EVALUATION TO INSTITUTION RESEARCH
- 11 PRELIMINARY SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 12 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 13 ALL 2005-05 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
- 14 DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS ON DIFFERENCE-IN-PAY LEAVES FOR 2005-2006
- 14 *SUMMER 2005 REGISTRATION BEGINS
- 14 ALL 2005-2006 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH

*SUBJECT TO CHANGE

MARCH 2005

- 14-15 * FALL 2005 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
- 15 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)
- 15 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS
- 15 SPRING 2005 ENROLLMENT REPORTING SYSTEM FILES (ENROLLMENT AND APPLICATIONS) DUE TO THE OFFICE OF THE CHANCELLOR
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 18 ENGINEERING/TECHNOLOGY/SCIENCE FAIR 2005 (SPONSORED BY CAREER DEVELOPMENT CENTER)
- 19 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
- 21 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS ON DIFFERENCE-IN-PAY LEAVES FOR 2005-2006
- 21-25 SPRING RECESS (NO CLASSES)
- 23 SPRING 2005 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 23 LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 24 CORRECTED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
- 25 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2005
- 25 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 28 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 30 PAYDAY AFTER 4:00 P.M. (MARCH) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 30 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
- 31 CESAR CHAVEZ HOLIDAY, THURSDAY, MARCH 31 (UNIVERSITY CLOSED)

APRIL 2005

- 1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER 2005 AND FALL 2005
- 1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE FALL 2005
- 1 DEADLINE FOR FACULTY TO SUBMIT REQUESTS TO DEANS VIA DEPARTMENT CHAIRS TO TAKE LEAVES WITHOUT PAY DURING THE FALL 2005 SEMESTER OR THE 2005-06 ACADEMIC YEAR
- 1 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)

*SUBJECT TO CHANGE

APRIL 2005

- 1 **RESULTS OF PRELIMINARY REVIEW OF ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED**
- 1 **FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING DIFFERENCE-IN-PAY LEAVES FOR 2005-2006**
- 1 **UPDATED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR VERIFICATION**
- 2 **LATE RESIDENCY RECLASSIFICATION PROCESS BEGINS FOR FALL 2005. \$10 MISSED DEADLINE FEE**
- 6 **REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION**
- 6 ***SCHEDULE OF CLASSES, FALL 2005* AVAILABLE IN THE BOOKSTORE**
- 7 **FACULTY SUPPER CLUB (TENTATIVE)**
- 8 **VERIFIED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH**
- 9 **AMERICAN COLLEGE TEST (ACT)**
- 11 ***REGISTRATION AND ADJUSTMENTS FOR FALL 2005 BEGINS**
- 15 **DEADLINE FOR DEAN'S REVIEW (TENURE)**
- 15 **DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS**
- 15 **PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP**
- 15 **DECISIONS ON FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE**
- 15 **FINAL SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES**
- 15 **ACADEMIC AFFAIRS DISTRIBUTES FINAL SPRING 2005 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS**
- 19 **DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC "MINI" EVALUATIONS OF PROBATIONARY FACULTY TO ACADEMIC AFFAIRS**
- 19 **DEADLINE FOR SUBMISSION OF PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC AFFAIRS**
- 20 **DEADLINE TO SUBMIT 2005-06 STAFFORD LOAN APPLICATIONS TO FINANCIAL AID**
- 21 **SOUTH ASIA DAY**
- 21 **SPRING 2005 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS**
- 22 **LAST DAY TO APPLY FOR 25% REFUND OF PARKING PERMIT FES FROM BURSAR'S OFFICE**
- 22 **ACADEMIC DAY KALEIDOSCOPE**
- 22 **DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2005**
- 23 **KALEIDOSCOPE FESTIVAL**

***SUBJECT TO CHANGE**

APRIL 2005

- 25 NO REFUND FOR PARKING PERMIT FEES FOR SPRING 2005
- 25 INTERNATIONAL STUDENT GRADUATION RECEPTION
- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 27 CHEM IIIA TEST
- 28 DIVERSITY EXPO 2005 (SPONSORED BY CAREER DEVELOPMENT CENTER)
- 29 ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE
- 29 PAYDAY AFTER 4:00 P.M. (APRIL) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 29 DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS
- 29 FULL PROPOSAL FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD
- 30 REMINDER FOR PART-TIME FACULTY, TEACHING ASSISTANTS, AND GRADUATE ASSISTANTS WHO ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
- 30 WRITING PROFICIENCY EXAMINATION (WPE)

MAY 2005

- TBA DEADLINE FOR SUBMISSIONS FOR INTERNSHIP ESSAY COMPETITION (CAREER DEVELOPMENT CENTER)
- TBA FACULTY RETIREMENT LUNCHEON
- 1 INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA AND NEW ZEALAND
- 2 DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
- 2 FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2006 OR SUMMER 2006 GRADUATION
- 5 FACULTY SUPPER CLUB (TENTATIVE)
- TBA WRITING PROFICIENCY EXAM (MAKE-UP TEST)
- 6 SPRING 2006 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
- 7 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)
- 7 ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 12 UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION
- 12 UNIVERSITY FACULTY ACHIEVEMENT AWARDS CELEBRATION
- 13 LAST DAY OF CLASSES, SPRING 2005
- 13 DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2005
- 14 WRITING PROFICIENCY EXAMINATION ESSAY READINGS
- 15 DECISIONS OF UNIVERSITY AWARDS COMMITTEE ANNOUNCED BY CHAIR OF ACADEMIC SENATE

MAY 2005

- 15 ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 16-21 FINAL EXAMINATIONS, SPRING 2005
- 17 SPRING 2005 FACULTY EVALUATION COMPLETED. INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTUTIONAL RESEARCH
- 19 DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC EVALUATIONS ("MINI-REVIEWS") OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
- 19 DEADLINE FOR SUBMISSION OF PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL
- 19 DEADLINE FOR SUBMISSION OF ALL PERIODIC EVALUATIONS OF TEMPORARY FACULTY TO ACADEMIC PERSONNEL (COLLEGE DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF THESE EVALUATIONS TO COLLEGES)
- 20 DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
- 23 LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2004-05 AWARD
- TBA EES GRADUATE RECOGNITION DAY (EDUCATIONAL EQUITY SERVICES)
- 25, 26, 27 COMMENCEMENT CEREMONIES
- 26 DEADLINE TO SUBMIT GRADES FOR SPRING 2005
- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 27 ALUMNI AWARDS BANQUET (TENTATIVE)
- 27 LAST DAY OF SPRING 2005 SEMESTER
- 27 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICE
- 28 DEADLINE TO FILE REQUEST FOR FALL 2005 EDUCATIONAL LEAVE WITHOUT PENALTY
- 30 MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 31 PAYDAY AFTER 4:00 P.M. (MAY) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
- 31 INSTRUCTION BEGINS SUMMER SESSION I**
- 31-6/18 WINTER 2005 SCHEDULING PHASE I BEGINS - ENDS

5/31-8/19 SUMMER SESSIONS - 2005JUNE 2005

- 1 RESIDENCY DETERMINATION DATE FOR SUMMER 2006
- 1 DEADLINE FOR FINAL DECISION ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (VICE PRESIDENT FOR ACADEMIC AFFAIRS; DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)
- 1 DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT ACADEMIC AFFAIRS)

JUNE 2005

- 1 DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)**
- 1-3 SOAR PEER ACADEMIC ADVISOR TRAINING**
- 2 PTF FOR REASSIGNMENTS, CONTINUED APPOINTMENTS, SEPARATIONS, ETC. THAT OCCUR ANY TIME IN JUNE AND BEFORE THE END OF JULY MUST BE SUBMITTED TO ASSURE PROCESSING BY STAFF ACADEMIC PERSONNEL, BUDGET, AND PAYROLL DEPARTMENTS**
- 2 FACULTY REPORTS ON WORK ACCOMPLISHED WITH SPRING 2005 ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICE**
- 2 INSTRUCTION BEGINS, SUMMER SESSION ONE**
- 3 2005-06 EMPLOYEE PARKING PERMITS REQUIRED (FULL-YEAR DECALS BEGIN 5/30/05; ACADEMIC YEAR DECALS BEGIN 8/22/05; FALL PERMITS BEGIN 8/22/05, END 12/30/05)**
- 3 FULL YEAR, ACADEMIC YEAR, AND SPRING SEMESTER PARKING PERMITS EXPIRE**
- 4 SAT I AND SAT II**
- 6-9 SOAR PEER ACADEMIC ADVISOR TRAINING**
- 9 FY 04-05 FACULTY ASSESSMENT PROJECT GRANT APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT**
- 11 AMERICAN COLLEGE TEST (ACT)**
- 11 PRAXIS TEST**
- 11 SUMMER BRIDGE BEGINS**
- 13 SOAR, ADVISING AND REGISTRATION – TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING)**
- 14 SOAR - TRANSFERS (LIBERAL ARTS)**
- 15 DEADLINE FOR FINAL DECISION BY VICE PRESIDENT FOR ACADEMIC AFFAIRS (OR DEAN'S) FOR PROMOTIONS**
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP**
- 15 SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES/ARTS)**
- 16 SPRING 2005 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS**
- 16 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR 2004- 2005 ACADEMIC YEAR MAILED**
- 16 SOAR – TRANSFERS (BUSINESS)**
- 17 CHEM IIIA TEST**
- 18 WINTER 2005 SCHEDULING PHASE I ENDS**
- 18 SOAR – FRESHMEN (PRESIDENT'S SCHOLARS, SCIENCE SAFARI)**
- 18 ENGLISH PLACEMENT TEST (EPT)**
- 18 ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)**
- 19 LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS [TENTATIVE]**
- 20-21 OVERNIGHT SOAR – FRESHMEN**

JUNE 2005

- 21 MCNAIR SCHOLARS RESEARCH PROGRAM BEGINS
- 21 SPRING 2005 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES AND DEPARTMENTS
- 21 ERS-APPLICANT FILES FOR SUMMER 2004 FALL 2004, AND SPRING 2005 DUE TO OFFICE OF THE CHANCELLOR
- 21 ERS STUDENT FILES FOR SUMMER 2004, COMPLETE FALL 2005, AND SPRING 2005 DUE TO THE OFFICE OF THE CHANCELLOR
- 21 ACADEMIC PLANNING DATA BASE FILES FOR SUMMER 2004, FALL 2005, AND SPRING 2005 DUE TO THE OFFICE OF THE CHANCELLOR
- 22-25 SOAR - FRESHMEN
- 23 SPRING 2005 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY
- TBA UPWARD BOUND SUMMER PROGRAM BEGINS
- 27 AWARDS FOR FY04-05 FACULTY ASSESSMENT PROJECT GRANT PROPOSALS ANNOUNCED BY THE ASSESSMENT COORDINATOR/COMMITTEE
- 28 ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 28-30 SOAR - FRESHMEN
- 30 PAYDAY AFTER 4:00 P.M. (JUNE) –ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M

JULY 2005

- 1 DIRECT DEPOSIT POSTING DATE (JUNE PAYROLL)
- 1-2 SOAR - FRESHMEN
- 4 INDEPENDENCE DAY HOLIDAY, UNIVERSITY IS CLOSED
- 8 *SPRING 2006 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 8 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, DISKETTE FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
- 9 WRITING PROFICIENCY EXAMINATION (WPE)
- 10 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
- 11 SUMMER BRIDGE BEGINS
- 11-8/19 SUMMER SESSION III 2005**
- 12 SOAR – FRESHMEN
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 19 SOAR – TRANSFERS (NATURAL SCIENCE/MATHEMATICS AND ENGINEERING)
- 20 SOAR - TRANSFERS (LIBERAL ARTS)
- 21 SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES/ARTS)

*SUBJECT TO CHANGE

JULY 2005

- 22 SOAR – TRANSFERS (BUSINESS)
- 23 SOAR - TRANSFERS (ALL MAJORS)
- 23 WRITING PROFICIENCY EXAMINATION ESSAY READING
- TBA EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS
- 26-30 SOAR – FRESHMEN (ALL MAJORS)

AUGUST 2005

- 1 RONALD E. MCNAIR SUMMER PROGRAM ENDS
- 1-4 SOAR (TENTATIVE DATES)
- 17 SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES -
- FRESHMEN
- 19 SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES -
- TRANSFERS
- 19 SUMMER BRIDGE ENDS

