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**DEADLINES**

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**July-2006**

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-2006**

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-2006**

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-2006**

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-2006**

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-2006**

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-2007**

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-2007**

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-2007**

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-2007**

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-2007**

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-2007**

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

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**CLASS SCHEDULE BUILDING ACCESS  
DEADLINES\***

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7/07/06	SPRING 2007 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
8/07/06	SPRING 2007 PHASE II SCHEDULE BUILDING MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
9/22/06	SPRING 2007 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
10/09-10/06	SPRING 2007 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
10/27/06	SUMMER 2007 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/ DEPARTMENTS
11/01/06	<i>SCHEDULE OF CLASSES</i> , SPRING 2007 AVAILABLE IN THE BOOKSTORE
12/01/06	FALL 2007 PHASE I SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
1/12/07	FALL 2007 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
1/19/07	FALL 2007 PHASE II SCHEDULE BUILDING BEGINS-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
1/19/07	SUMMER 2007 SCHEDULE BUILDING ACCESS ENDS
2/23/07	FALL 2007 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
3/05/07	SUMMER 2007 INFORMATION GUIDE AVAILABLE
3/12-13	FALL 2007 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
4/04/07	<i>SCHEDULE OF CLASSES</i> , FALL 2007 AVAILABLE IN THE BOOKSTORE
5/04/07	SPRING 2008 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING

\*ALL DATES ARE SUBJECT TO CHANGE

**CURRICULUM DEVELOPMENT  
DEADLINES**

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<b>07/07/06</b>	<b>DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS</b>  <b>PROPOSALS EFFECTIVE:</b> <b>COURSES -- SPRING 2007</b> <b>DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2007</b>  <b>CHALLENGE PERIOD I:</b> <b>SEPTEMBER 15 - OCTOBER 6, 2006</b>
<b>09/01/06</b>	<b>INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS/DEPT. CHAIRS</b>
<b>09/22/06</b>	<b>INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE</b>
<b>10/06/06</b>	<b>PROPOSED INACTIVE COURSES DISTRIBUTED</b>
<b>10/27/06</b>	<b>INACTIVE COURSE CERTIFICATION</b>
<b>12/01/06</b>	<b>DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS</b>  <b>PROPOSALS EFFECTIVE:</b> <b>UPPER-DIVISION &amp; GRADUATE COURSES - SUMMER 2007 OR FALL 2007</b> <b>LOWER-DIVISION COURSES—FALL 2007</b> <b>DEGREE &amp; OTHER PROGRAM REQUIREMENTS - FALL 2007</b>  <b>CHALLENGE PERIOD II:</b> <b>DECEMBER 8, 2006 - JANUARY 12, 2007</b>
<b>03/02/07</b>	<b>NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE</b>

**FACULTY ASSIGNED TIME  
DEADLINES**

<b>FALL 2006</b>		<b>SPRING 2007</b>
08/01/06	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS	01/02/07
08/28/06	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	01/29/07
09/01/06	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION WHICH WERE DISAPPROVED	02/02/07
09/15/06	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	02/16/07
09/22/06	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED	02/23/07
09/26/06	AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH	02/27/07
10/02/06	AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION	03/05/07
10/06/06	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	03/09/07
10/10/06	AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH	03/13/07
12/22/06	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES	05/25/07

**FACULTY WORKLOAD REPORTING PROCESS  
DEADLINES**

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**09/26/06 AA FORWARDS FALL 2006 ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH**

**10/13/06 PRELIMINARY FALL 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION**

**10/26/06 FALL 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH**

**11/07/06 FINAL FALL 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES**

**02/27/07 AA FORWARDS SPRING 2007 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH**

**03/16/07 PRELIMINARY SPRING 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION**

**03/29/07 CORRECTED SPRING 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH**

**04/10/07 FINAL SPRING 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES**

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**PERIODIC EVALUATION  
DEADLINES**

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08/02/06	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
09/07/06	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS
09/15/06	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/07/07)
10/04/06	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FACULTY FALL FERP) (CLOSES 11/1/06 FOR FALL FERP FACULTY AND 2/7/07 FOR ACADEMIC YEAR FACULTY)
11/01/06	DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
12/22/06	DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
12/23/06	DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL
01/26/07	DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT
01/26/07	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR SPRING SEMESTER FERPS (CLOSES 3/01/07)
02/07/07	DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP FACULTY)
02/07/07	DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION ("MINI-REVIEW") TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
03/01/07	DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE
05/18/07	DEADLINE FOR SUBMISSION BY COLLEGE DEANS TO SUBMIT PERIODIC EVALUATIONS ("MINI-REVIEWS") OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
05/18/07	SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
05/18/07	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 FROM DEPARTMENT TO COLLEGE)
12/23/07	FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2006-07 PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL

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**SABBATICAL LEAVE  
DEADLINE**

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<b>10/02/06</b>	<b>DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2006 OR OVER THE 2005-06 ACADEMIC YEAR</b>
<b>10/13/06</b>	<b>SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2007-08 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS</b>
<b>11/20/06</b>	<b>DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2007-08 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE</b>
<b>12/11/06</b>	<b>DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS</b>
<b>12/19/06</b>	<b>DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2007-08 ACADEMIC YEAR</b>
<b>02/01/07</b>	<b>FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS</b>
<b>03/01/07</b>	<b>DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN FALL 2006</b>

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**DIFFERENCE-IN-PAY LEAVE  
DEADLINES**

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<b>10/02/06</b>	<b>DEADLINE FOR FACULTY TO SUBMIT DIFFERENCE-IN-PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2006 OPR OVER THE 2005-06 ACADEMIC YEAR</b>
<b>02/19/07</b>	<b>DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2007-08 TO THE DEPARTMENTAL LEAVE COMMITTEE</b>
<b>03/01/07</b>	<b>DEADLINE FOR FACULTY TO SUBMIT DIP LEAVE REPORTS TO ACADEMIC PERSONNEL TAKEN IN FALL 2006</b>
<b>03/12/07</b>	<b>DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS FOR 2007-08</b>
<b>03/19/07</b>	<b>DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS FOR 2007-08</b>
<b>04/09/07</b>	<b>FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS FOR 2007-08</b>

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**RETENTION, TENURE, AND PROMOTION  
DEADLINES**

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08/01/06	ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
09/12/06	ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER, 10:30 A.M.–12:00 P.M
09/13/06	ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN ANATOL CENTER, 3:00 P.M. – 4:30 P.M.
09/15/06	DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
09/15/06	DEADLINE FOR FACULTY TO NOTIFY ACADEMIC PERSONNEL, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION.
09/15/06	OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR RETENTION AND TENURE CANDIDATES (9/15/06-10/04/06)
09/15/06	OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT FOR PROMOTION CANDIDATES (9/15/06-10/18/06)
10/04/06	DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
10/18/06	DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
11/08/06	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 1 <sup>ST</sup> , 2 <sup>ND</sup> , OR 3 <sup>RD</sup> PROBATIONARY YEAR
11/30/06	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4 <sup>TH</sup> OR 5 <sup>TH</sup> PROBATIONARY YEAR
11/30/06	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE
12/13/06	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1 <sup>ST</sup> , 2 <sup>ND</sup> , OR 3 <sup>RD</sup> PROBATIONARY YEAR
12/15/06	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING CHAIR'S REVIEW, IF ANY)
01/26/07	DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1 <sup>ST</sup> OR 2 <sup>ND</sup> PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE
02/15/07	DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1 <sup>ST</sup> OR 2 <sup>ND</sup> PROBATIONARY YEAR BY VICE PRESIDENT ACADEMIC AFFAIRS (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)
02/28/07	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4 <sup>TH</sup> OR 5 <sup>TH</sup> PROBATIONARY YEAR
03/15/07	DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3 <sup>RD</sup> PROBATIONARY YEAR IF DEAN'S RECOMMENDATION IS NEGATIVE.
03/15/07	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)

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

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<b>04/17/07</b>	<b>DEADLINE FOR DEAN'S REVIEW (TENURE)</b>
<b>04/24/07</b>	<b>DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4<sup>TH</sup> OR 5<sup>TH</sup> PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE.</b>
<b>04/27/07</b>	<b>DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF DEAN'S RECOMMENDATION IS NEGATIVE.</b>
<b>06/01/07</b>	<b>DEADLINE FOR FINAL DECISION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS ON RETENTION OF FACULTY IN THEIR 3<sup>RD</sup>, 4<sup>TH</sup>, OR 5<sup>TH</sup> PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)</b>
<b>06/01/07</b>	<b>DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT FOR ACADEMIC AFFAIRS)</b>
<b>06/15/07</b>	<b>DEADLINE FOR FINAL DECISION ON PROMOTION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS, (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)</b>

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**RANGE ELEVATION FOR LECTURERS  
(POLICY STATEMENT 02-03)**

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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**

<b>09/29/06</b>	<b>THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION</b>
<b>11/01/06</b>	<b>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</b>
<b>11/01/06</b>	<b>EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICES FOR DISTRIBUTION</b>
<b>02/20/07</b>	<b>SUGGESTED DEADLINE FOR SUBMISSION OF ELEVATION MATERIALS BY LECTURES WHO ARE ELIGIBLE FOR RANGE ELEVATION</b>
<b>03/09/07</b>	<b>SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN</b>
<b>03/23/07</b>	<b>SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT</b>

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

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- 9/18/06**      **2005-06 ASSIGNED TIME REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH**
- 9/25/06**      **COMBINED SCAC APPLICATIONS FOR:**  
                  **-MINI GRANTS FOR SPRING 2007**  
                  **-SUMMER STIPEND FOR SUMMER 2007**  
                  **-ASSIGNED TIME FOR AY 2007-2008 (FALL 2007 OR SPRING 2008)**  
**DUE IN DEPARTMENT OFFICE**
- 9/27/06**      **COMBINED SCAC APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE**
- 10/02/06**     **2006 MINI GRANT AND 2006 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH**
- 10/18/06**     **COMBINED SCAC APPLICATIONS FOR:**  
                  **-MINI GRANT FOR SPRING 2007**  
                  **-SUMMER STIPEND FOR SUMMER 2007**  
                  **-ASSIGNED TIME FOR AY 2007-2008**  
**DUE IN OFFICE OF UNIVERSITY RESEARCH**

**FACULTY AWARDS  
DEADLINES – POLICY STATEMENT 03-08**

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

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- 10/16/06 CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION PROCEDURES**
- 12/04/06 NOMINATIONS DUE IN ACADEMIC SENATE**
- 02/12/07 SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES**
- 03/05/07 COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE**
- 04/16/07 FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE**

**ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS**

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- 03/01/07**     **ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (FCPD) MAKE ANNOUNCEMENT OF THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS FOR AWARDS IN SUMMER/FALL 2007 AND SPRING 2008**
- 04/30/07**     **PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD**
- 05/15/07**     **AWARDS ARE ANNOUNCED BY THE DIRECTOR, FCPD.**

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**TESTING TIMETABLE**

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<b>AMERICAN COLLEGE TEST (ACT)</b>	<b>OCTOBER 21, 2006 FEBRUARY 10, APRIL 14 AND JUNE 9, 2007</b>
<b>CHEM IIIA TEST</b>	<b>JULY 26, AUGUST 30, AND NOVEMBER 8, 2006 JANUARY 10, JANUARY 31, APRIL 25, AND JUNE 22, 2007</b>
<b>ENGLISH PLACEMENT TEST (EPT) &amp; ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)</b>	<b>JULY 15, AUGUST 19 AND DECEMBER 2, 2006 JANUARY 13, MARCH 17, MAY 5, JUNE 16, AND JULY 14, 2007</b>
<b>EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)</b>	<b>AUGUST 16 AND AUGUST 23, 2006 JANUARY 17 AND JANUARY 24, 2007</b>
<b>SAT I AND SAT II</b>	<b>NOVEMBER 4, 2006 JANUARY 27, AND JUNE 2, 2007</b>
<b>WRITING PROFICIENCY EXAMINATION (WPE)</b>	<b>JULY 8, SEPTEMBER 23, AND NOVEMBER 18, 2006 FEBRUARY 24, APRIL 21 AND JULY 7, 2007</b>
<b>WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)</b>	<b>TBA</b>
<b>WRITING PROFICIENCY EXAMINATION ESSAY READINGS</b>	<b>JULY 22, OCTOBER 7, AND DECEMBER 9, 2006 MARCH 10, MAY 12, AND JULY 21, 2007</b>
<b>WRITING PROFICIENCY EXAMINATION PRE-TEST READINGS</b>	<b>SEPTEMBER 9, 2006</b>

**JULY 2006**

- 3 DIRECT DEPOSIT POSTING (JUNE PAYROLL)
- 4 INDEPENDENCE DAY HOLIDAY OBSERVANCE, TUESDAY (UNIVERSITY IS CLOSED)
- 5-8/16 WINTER 2007 PHASE I SCHEDULING ON-LINE
- 6 SOAR, ADVISING AND REGISTRATION – TRANSFER STUDENTS (ENGINEERING)
- 7 SOAR – TRANSFER STUDENTS, (LIBERAL ARTS)
- 7 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM
- 7 SPRING 2007 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 7 END OF SUMMER SESSION I 2006
- 8 WRITING PROFICIENCY EXAMINATION (WPE)
- 10-8/18 SUMMER SESSION III 2006
- 11 SUMMER BRIDGE BEGINS
- 11 SOAR – FRESHMEN (ALL MAJORS)
- 12 SOAR – FRESHMEN (ENGINEERING)
- 13, 15 SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)
- 13 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2006
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 15 ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATH EXAMINATION (ELM)
- 19 SOAR, ADVISING AND REGISTRATION – FRESHMEN (ALL MAJORS)
- 20 SOAR – ORIENTATION TO CAMPUS LIFE AND RESOURCES - FRESHMEN
- 21 SOAR – TRANSFER STUDENTS (NATURAL SCIENCES/MATH)
- 21 CENSUS DATE SUMMER SESSION III 2006
- 22 SOAR – FRESHMEN (ALL MAJORS)
- 22 WRITING PROFICIENCY EXAM ESSAY READING
- 25 SOAR – TRANSFER STUDENTS (ENGINEERING)
- 26 SOAR – TRANSFER STUDENTS (THE ARTS)
- 26 CHEM IIIA TEST
- 27 SOAR – TRANSFER STUDENTS (LIBERAL ARTS)
- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 28 END OF SUMMER SESSION II
- 28 MCNAIR SCHOLARS RESEARCH PROGRAM ENDS

**JULY 2006**

- 28 SOAR – TRANSFER STUDENTS (BUSINESS ADMINISTRATION)  
29 SOAR – FRESHMEN (ALL MAJORS)

**AUGUST 2006**

- 1 SOAR – TRANSFER STUDENTS (HEALTH/HUMAN SERVICES)  
1 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP.  
1 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.  
1 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2006 SEMESTER  
1 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES  
1-31 INITIAL FILING PERIOD FOR SPRING 2007 ADMISSION  
2 SOAR – ADVISING AND REGISTRATION -TRANSFERS - ORIENTATION TO CAMPUS LIFE AND RESOURCES  
2 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS  
2 DIRECT DEPOSIT POSTING (JULY PAYROLL)  
3 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2006  
3 UPWARD BOUND ENDS  
3-5 SOAR, ADVISING AND REGISTRATION- FRESHMEN (ALL MAJORS)  
7 SPRING 2007 PHASE II SCHEDULE BUILDING ACCESS BEGINS  
8-12 SOAR - FRESHMEN (ALL MAJORS)  
10 FEDERAL WORK STUDY JOB PLACEMENT FAIR  
10-11 GENERAL EDUCATION SUMMER INSTITUTE (GESI) - 8:15 A.M. – 4:30 P.M. FACULTY DEVELOPMENT CENTER (LIBRARY WEST – FIFTH FLOOR)  
11-13 EDUCATIONAL OPPORTUNITY PROGRAM WEEKEND ORIENTATION PROGRAM  
14 DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO UCES FOR WINTER 2007  
15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP  
15/18, 21/22 TENTATIVE/UNPUBLISHED SOAR WORKSHOP DATES  
16 SOAR – ORIENTATION TO CAMPUS LIFE AND RESOURCES – FRESHMEN  
16 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)  
17 SOAR – ORIENTATION TO CAMPUS LIFE AND RESOURCES – TRANSFER STUDENTS  
17 SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES – TRANSFER  
17-23 WINTER 2007 PHASE II SCHEDULING ONLINE

**AUGUST 2006**

- 18            **END OF SUMMER SESSION III 2006**
- 19            **NEW FACULTY ORIENTATION (TENURE-TRACK FACULTY) SCHEDULED IN THE  
KARL W. E. ANATOL CENTER**
- 19            **SUMMER BRIDGE ENDS**
- 19            **ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)**
- 21            **FALL 2006 STUDENT PARKING PERMITS REQUIRED-PERMITS EXPIRE 12/22/06**
- 21            **FACULTY/STAFF PARKING PERMITS REQUIRED - ACADEMIC YEAR PERMITS EXPIRE 6/1/07  
FALL SEMESTER PERMITS EXPIRE 12/22/06**
- 21            **FIRST DAY OF FALL 2006 SEMESTER**
- 21            **RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 6/01/07**
- 22            **NEW INTERNATIONAL STUDENT ORIENTATION FALL 2006**
- 23            **DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2007 TO UCES**
- 23            **EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)**
- 24            **EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY**
- 24            **DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2006**
- 24-25        **REGISTRATION UNAVAILABLE FOR FALL 2006**
- 25            **FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED**
- 25            **LAST DAY TO APPLY FOR A 100% REFUND OF PARKING FEES FROM BURSAR'S OFFICE**
- 25            **CONVOCATION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS**
- 26            **GRADUATE ORIENTATION PROGRAM**
- 26            **MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS**
- 27            **LAST DAY TO FILE FOR COMPLETE WITHDRAWAL OR CANCELLATION OF CLASSES FOR  
100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES**
- 27            **LAST DAY FOR REGISTRATION AND ADJUSTMENTS PRIOR TO FIRST DAY OF INSTRUCTION**
- 28            **PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE  
UNIVERSITY FEES AND NON-RESIDENT TUITION)**
- 28            **OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2006 THROUGH UCES**
- 28            **FIRST DAY OF CLASSES**
- 28            **REGISTRATION PAYMENTS MUST INCLUDE A \$25 LATE REGISTRATION FEE**
- 28            **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**
- 28-30        **DEPARTMENTAL ADVISING**

**AUGUST 2006**

- 29        **ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.**
- 30        **CHEM IIIA TEST**
- 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 2007 ADMISSION AS AN UNDERGRADUATE TRANSFER OR SECOND BACHELOR'S DEGREE STUDENT**

**SEPTEMBER 2006**

- 1        **DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)**
- 1        **INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS**
- 1        **ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED**
- 4        **LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)**
- 6        **ACADEMIC PERSONNEL CONDUCTS A TENURE-TRACK RECRUITMENT WORKSHOP IN THE ANATOL CENTER 2:00 P.M.-3:30 P.M.**
- 7        **ACADEMIC PERSONNEL CONDUCTS A TENURE-TRACK RECRUITMENT WORKSHOP IN THE ANATOL CENTER 9:00 A.M.-10:30 A.M.**
- 7        **ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS**
- 8        **DEADLINE FOR DEPARTMENTS TO FORWARD FINAL PROOF FOR WINTER 2007 TO COLLEGE OFFICES**
- 8        **LAST DAY TO APPLY FOR A 100% REFUND OF ATHLETIC PASS (SAR)**
- 8        **ADMISSIONS DAY (ADMISSIONS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON TUESDAY DECEMBER 27, 2006 WHEN THE UNIVERISTY WILL BE CLOSED)**
- 9        **WRITING PROFICIENCY READING PRE-TEST READINGS**
- 11       **DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION**
- 11       **DEADLINE TO USE MyCSULB OR IVR TO ADD A COURSE**
- 11       **LAST DAY TO DROP A COURSE OR WITHDRAW (BY MyCSULB OR IVR) WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR AND WITHOUT RECEIVING A "W" ON PERMANENT RECORD, FALL 2006**
- 12       **DEADLINE FOR CREDIT BY EXAMINATION**
- 12       **ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 10:30 A.M.-12:00 P.M.**
- 13       **ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 3:00 P.M.-4:30 P.M.**
- 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 (9/15/06-10/04/06)**

**SEPTEMBER 2006**

- 15 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT ON PROMOTION CANDIDATES (9/15/06-10/04/06)
- 15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY (CLOSES 2/07/07)
- 15 DEADLINE FOR FACULTY TO NOTIFY ACADEMIC PERSONNEL, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION
- 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
- 15 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
- 15 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 7, 2006 (ENDS OCTOBER 6, 2006)
- 18 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS, FALL 2006
- 18 2005-06 ASSIGNED TIME REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 20 RESIDENCE DETERMINATION DATE FOR FALL 2006
- 22 INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE
- 22 SPRING 2007 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 22 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
- 23 FALL FACULTY TRAVEL APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
- 23 WRITING PROFICIENCY EXAM (WPE)
- 25 COMBINED SCAC APPLICATIONS FOR MINI GRANTS, SUMMER STIPEND FOR SUMMER 2007, ASSIGNED TIME FOR AY2007-2008 (FALL 2007 OR SPRING 2008) DUE IN DEPARTMENT OFFICE
- 25 DEANS FORWARD SUPPLEMENTAL FALL 2005 ASSIGNED TIME SUMMARY SHEETS TO ACADEMIC AFFAIRS (SECOND SUBMISSION) AND FACULTY REIMBURSED PAYROLL FORMS
- 25 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 25 LAST DAY FOR OPEN UNIVERSITY ENROLLMENT
- 25 CENSUS DATE FALL 2006
- 25 ON-CAMPUS RECRUITMENT (INTERVIEWS) BEGIN 10:00A.M. – 2:00P.M. AT FRIENDSHIP WALK (CAREER DEVELOPMENT CENTER)
- 26 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH

**SEPTEMBER 2006**

- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 27 COMBINED SCAC APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE
- 29 FALL 2006 FACULTY EVALUATION PRE-PRINTED AND BLANK CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS
- 29 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.
- 29 THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) SHALL PROVIDE A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION

**OCTOBER 2006**

- 1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE SPRING 2007
- 1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR SPRING 2007
- 1-11/30 INITIAL FILING PERIOD FOR FALL 2007 ADMISSION
- 2 DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)
- 2 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS FOR LEAVES TAKEN DURING THE 2005-06 ACADEMIC YEAR OR THE SPRING 2006 SEMESTER
- 2 2006 MINI GRANT AND 2006 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 2 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION
- 3 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 3 ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT, MAKE FIRST ANNOUNCEMENT OF THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS FOR AWARDS IN SUMMER/FALL 2006 AND SPRING 2007.
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 4 FACULTY SUPPER CLUB (TENTATIVE)
- 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 FERP FACULTY)
- 4-5 MAJOR FAIR
- 4-5 "CSULB FALL JOB AND INTERNSHIP FAIR" AT USU-LONG BEACH BALLROOM 12:00 P.M. – 4:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 6 FINANCIAL AID SECOND MAJOR CHECK DISBURSEMENT CHECKS MAILED
- 6 PROPOSED INACTIVE COURSES DISTRIBUTED

**OCTOBER 2006**

- 6 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO A.A. 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
- 6 DEADLINE TO SUBMIT PROPOSALS FOR INTERNATIONAL EDUCATION WEEK
- 6 CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION
- 7 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 9-10 SPRING 2007 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
- 11 STUDENT SERVICES FAIR
- 11 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH
- 12 CAMPUS-WIDE EMERGENCY EVACUATION DRILL – 10:15 A.M.
- 13 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 13 SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2007-08 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
- 13 COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON WEDNESDAY, DECEMBER 27, 2006, WHEN THE UNIVERSITY WILL BE CLOSED)
- 13 PRELIMINARY FALL 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 14 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY FALL 2006 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION
- 14 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR FALL 2006 FACULTY EVALUATIONS TO INSTITUTIONAL RESEARCH
- 15 DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2007 OR SUMMER 2007 GRADUATION
- 16 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
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 16 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION
- 17 DEANS RETURN VERIFIED PRELIMINARY FALL 2006 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS
- 18 ALL 2006 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

**OCTOBER 2006**

- 18 DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 19 STUDY ABROAD FAIR, 10:00 A.M. – 2:00 P.M., FRIENDSHIP WALK
- 20 FALL 2005 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 21 AMERICAN COLLEGE TEST (ACT)
- 25 ALL 2005 SUMMER STIPENDS AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE
- 25 LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 25-27 DEANS' RETREAT
- 26 FALL 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY
- 26 GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES)  
APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
- 26 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH
- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 27 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 27 INACTIVE COURSE CERTIFICATION
- 27 TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2007
- 27 SUMMER 2007 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/ DEPARTMENTS AT MEETING
- 30 WINTER SESSION 2007 REGISTRATION BEGINS
- 31 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.

**NOVEMBER 2006**

- 1 *SCHEDULE OF CLASSES*, SPRING 2007, AVAILABLE IN THE BOOKSTORE
- 1 DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)
- 1 DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
- 1 DEADLINE TO APPLY FOR SPRING 2007 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 DEPARTMENTS RECEIVE MINOR CAPITAL OUTLAY REQUEST FROM THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS

**NOVEMBER 2006**

- 1 DEADLINE TO FILE RESIDENCY RECLASSIFICATION FOR SPRING 2007
- 2 LATE SPRING 2007 RESIDENCE RECLASSIFICATION PROCESS FOR EARLY REGISTRATION  
\$10 MISSED DEADLINE FEE
- 2 FACULTY SUPPER CLUB (TENTATIVE)
- 3 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM  
UNIVERSITY (BOTH SUF AND NRT)
- 3 ACADEMIC AFFAIRS DISTRIBUTES SPRING 2006 NON-COLLEGE SUPPORTED ASSIGNED TIME  
LIST TO COLLEGE DEANS
- 4 SAT I AND SAT II
- 6 \*FEE PAYMENT FOR SPRING 2007 REGISTRATION BEGINS
- 6 \*SPRING 2007 REGISTRATION AND ADJUSTMENTS BEGINS
- 7 FINAL FALL 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
- 8 VOLUNTEER SHOWCASE AT FRIENDSHIP WALK 10:00A.M. – 2:00P.M. (SPONSORED BY THE CAREER  
DEVELOPMENT CENTER)
- 8 CHEM IIIA TEST
- 8 ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN OFFICE  
OF UNIVERSITY RESEARCH
- 8 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW,  
IF ANY) FOR RETENTION OF FACULTY IN THEIR 1<sup>ST</sup>, 2<sup>ND</sup>, OR 3<sup>RD</sup> PROBATIONARY YEAR
- 9 GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES)
- 10 VETERANS DAY OBSERVED, (FRIDAY), UNIVERSITY IS CLOSED
- 13-17 INTERNATIONAL EDUCATION WEEK, (SPONSORED BY CENTER FOR INTERNATIONAL EDUCATION)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 17 DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN'S SIGNATURE, FALL 2006
- 18 FALL FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS  
DISTRIBUTED TO DEPARTMENTS
- 18 WRITING PROFICIENCY EXAMINATION (WPE)
- 19 SECOND ANNUAL CSU SOUTH NEW CHAIRS WORKSHOP 8:30 A.M. – 4:30 P.M. THE POINTE
- 20 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2007-08  
TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
- 22 FALL BREAK – NO CLASSES: CAMPUS IS OPEN
- 23-24 THANKSGIVING DAY, THURSDAY (UNIVERSITY IS CLOSED THURSDAY AND FRIDAY)
- 24 UNIVERSITY IS CLOSED. (PRESIDENTS DAY FEBRUARY 19, 2007, RESCHEDULED AND  
OFFICIALLY OBSERVED)
- 27 DEADLINE TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FOR FALL 2006 FROM  
BURSAR'S OFFICE
- \* SUBJECT TO CHANGE

**NOVEMBER 2006**

- 28 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M
- 28 NO REFUND OF PARKING PERMIT FEES FOR FALL 2006
- 29 REMINDER FOR PART-TIME FACULTY, TA'S AND GA'S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
- 30 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, (IF ANY) FOR TENURE)
- 30 LAST DAY OF INITIAL FILING PERIOD FOR FALL 2007 ADMISSION FOR UNDERGRADUATES
- 30 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING DEPARTMENT CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4<sup>TH</sup> OR 5<sup>TH</sup> PROBATIONARY YEAR
- 30 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.

**DECEMBER 2006**

- 1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR FALL 2007 OR WINTER 2008 GRADUATION
- 1 FALL 2007 PHASE 1 SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/ COLLEGES
- 1 DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)
- 1 DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2007
- 1 DEADLINE TO APPLY FOR ADMISSION TO SPRING 2007 FOR RETURNING STUDENTS, RETURNING DISQUALIFIED STUDENTS, CERTIFICATE, AND GRADUATE STUDENTS
- 1 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
- 2 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)
- TBA WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)
- 4 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
- 6 FACULTY SUPPER CLUB (TENTATIVE)
- 8 ACADEMIC AFFAIRS DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS
- 8 CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS: SUBMITTED DECEMBER 1, 2006: ENDS JANUARY 12, 2007
- 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)
- 9 WRITING PROFICIENCY EXAMINATION ESSAY READING

**DECEMBER 2006**

- 10 DEADLINE TO SUBMIT STAFFORD LOAN APPLICATION TO FINANCIAL AID FOR LOAN PERIOD ENDING DECEMBER 2006
- 11 COLLEGES/DEPARTMENTS RECEIVE SPRING 2005 ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)
- 12 DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS REGARDING SABBATICAL LEAVES FOR THE 2007-08 ACADEMIC YEAR
- 13 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1<sup>ST</sup>, 2<sup>ND</sup>, OR 3<sup>RD</sup> PROBATIONARY YEAR
- 15 LAST DAY OF INSTRUCTION, FALL 2006
- 15 DEADLINE TO DROP A COURSE FOR FALL 2006 (WITH THE DEAN'S APPROVAL)
- 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
- 16, 18-22 FINAL EXAMS
- 18 FALL FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
- 19 DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2007-08 ACADEMIC YEAR
- 20 ALL SPRING 2007 MINI-GRANT AND 2007 SUMMER STIPEND AWARDS ANNOUNCED
- 22 ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 12:00 NOON.
- 22 ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 12 NOON
- 22 LAST DAY OF FALL 2006 SEMESTER
- 22 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES
- 22 DEADLINE TO REQUEST SPRING 2007 EDUCATIONAL LEAVE WITHOUT PENALTY
- 22 DEADLINE TO FILE REQUEST FOR FALL 2006 EDUCATIONAL LEAVE WITH \$10 MISSED DEADLINE FEE
- 22 DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
- 23 DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL
- 24-1/23/07 WINTER RECESS
- 25 CHRISTMAS HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 26 UNIVERSITY IS CLOSED, (ADMISSIONS DAY, SEPTEMBER, 2006 RESCHEDULED AND OFFICIALLY OBSERVED TUESDAY, DECEMBER 26, 2006)
- 27 UNIVERSITY IS CLOSED (COLUMBUS DAY, OCTOBER 9, 2006, RESCHEDULED AND OFFICIALLY OBSERVED WEDNESDAY, DECEMBER 27, 2006)

**DECEMBER 2006**

- 28 UNIVERSITY IS CLOSED (LINCOLN'S BIRTHDAY, FEBRUARY 12, 2007, RESCHEDULED AND OFFICIALLY OBSERVED THURSDAY, DECEMBER 28, 2006)
- 29 \*DEADLINE TO SUBMIT GRADES FOR FALL 2006
- 29 UNIVERSITY IS CLOSED, FRIDAY (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 FRIDAY, DECEMBER 29, 2006)
- \* SUBJECT TO CHANGE

**JANUARY 2007**

- 1 NEW YEAR'S DAY (OBSERVED-UNIVERSITY IS CLOSED)
- 2 WINTER SESSION PARKING PERMITS REQUIRED
- 2 INSTRUCTION BEGINS: WINTER SESSION 2007
- 2 PAYDAY (DECEMBER 2006) 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.)
- 2 DIRECT DEPOSIT POSTING DATE (DECEMBER PAYROLL)
- 2-22 WINTER SESSION 2007
- 2-2/15 STUDENTS RECEIVE RENEWAL FAFSA (FINANCIAL AID FORM) FOR 2007-08 FROM FEDERAL PROCESSOR
- 3 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES
- 4 SOAR ACADEMIC ADVISOR TRAINING
- 6 SOAR, ADVISING AND REGISTRATION FOR SPRING 2007 (NATURAL SCIENCES, MATHEMATICS AND ENGINEERING)
- 9 SOAR, ADVISING AND REGISTRATION FOR SPRING 2007 LIBERAL ARTS
- 10 CHEM IIIA TEST
- 10 SOAR, ADVISING AND REGISTRATION FOR SPRING 2007 (ARTS)
- 10 2006-07 FINANCIAL AID APPLICATIONS AVAILABLE-CAL GRANTS AND STATE AND FEDERAL FINANCIAL AID PROGRAMS
- 11 SOAR, ADVISING AND REGISTRATION FOR SPRING 2007 (HEALTH AND HUMAN SERVICES)
- 11 EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 12 SOAR, ADVISING AND REGISTRATION FOR SPRING 2007 (BUSINESS ADMINISTRATION)
- 12 FALL 2007 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 12 CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION
- TBA EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
- 13 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

**JANUARY 2007**

- 15 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR FALL 2005 MAILED
- 15 MARTIN LUTHER KING, JR. HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 17 EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 18 FALL FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS
- 19 FALL 2007 PHASE II SCHEDULE BUILDING ACCESS BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
- 19 SUMMER 2007 SCHEDULE BUILDING ENDS
- 20 SOAR - ORIENTATION TO CAMPUS LIFE AND RESOURCES
- 22 SPRING 2007 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 06/01/07
- 22 SPRING 2007 FACULTY/STAFF/STUDENT PARKING PERMITS REQUIRED – PERMITS EXPIRE 06/01/07
- 22 LAST DAY OF CLASS, WINTER SESSION 2007
- 23 INTERNATIONAL STUDENT ORIENTATION SPRING 2007
- 23-26 DEPARTMENTAL ADVISING
- 24 FALL 2006 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY
- 24 EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 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 RESIDENCY DETERMINATION DATE FOR SPRING 2007
- 25-26 \*SPRING 2007 REGISTRATION UNAVAILABLE
- 26 LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2007 PARKING PERMIT FEES (BURSAR'S OFFICE)
- 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 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS (ETF) FOR SPRING FERPS (CLOSES 3/1/07)
- 26 DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT.
- \* SUBJECT TO CHANGE

**JANUARY 2007**

- 26 FINANCIAL AID FIRST MAJOR CHECK DISBURSEMENT CHECKS MAILED
- 26 ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 26 DEADLINE TO SUBMIT GRADE ROSTERS FOR WINTER SESSION 2007
- 26 DEADLINE FOR DEANS' REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE.
- 27 SAT I AND SAT II
- 28 LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
- 28 DEADLINE TO REGISTER FOR SPRING 2007 WITHOUT PAYMENT OF LATE REGISTRATION FEE OF \$25
- 28 ACADEMIC AFFAIRS (AA) NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED
- 29 FIRST DAY OF SPRING 2007 SEMESTER
- 29 SPRING 2007 REGISTRATION INCLUDES A \$25 LATE REGISTRATION FEE
- 29 PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)
- 29 SPRING 2007 OPEN UNIVERSITY ENROLLMENT BEGINS THROUGH UCES.
- 30 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.
- 31 CHEM IIIA TEST
- 31 DIRECT DEPOSIT POSTING DATE (JANUARY PAYROLL)

**FEBRUARY 2007**

- 1 ACADEMIC PERSONNEL CONDUCTS RETIREMENT AND FERP WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5<sup>TH</sup> FLOOR) 10:00AM – 12:00 NOON
- 1 DEADLINE FOR APPLICATION FOR CSU INTERNATIONAL PROGRAMS (IP)
- 1 ACADEMIC AFFAIRS NOTIFIES DEANS OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION WHICH WERE DISAPPROVED
- 1 ACADEMIC AFFAIRS ANNOUNCES SABBATICAL LEAVE AWARDS FOR 2007-08 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
- 9 CAMPUS-WIDE EMERGENCY EVACUATION DRILL 1:15 P.M.
- 10 AMERICAN COLLEGE TEST (ACT)
- 12 LAST DAY TO USE MyCSULB OR IVR TO ADD A COURSE, SPRING 2007

FEBRUARY 2007

- 12 DEADLINE FOR CREDIT BY EXAMINATION, SPRING 2007
- 12 DEADLINE TO DROP OR WITHDRAW WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR  
DROP WITHOUT "W" GRADE, SPRING 2007
- 12 DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED  
STATE UNIVERSITY FEES AND NON-RESIDENT TUITION
- 12 LINCOLN'S BIRTHDAY, MONDAY, FEBRUARY 12, CAMPUS OPEN. (LINCOLN'S BIRTHDAY  
WAS OFFICIALLY OBSERVED ON THURSDAY, DECEMBER 28, 2006, WHEN THE UNIVERSITY  
WAS CLOSED)
- 12 LAST DAY TO APPLY FOR A 100% REFUND OF ATHLETIC PASS (S.A.R.) [PROPOSED]
- 12 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
- 15 DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1<sup>ST</sup> OR 2<sup>ND</sup>  
PROBATIONARY YEAR BY VICE PRESIDENT, OF ACADEMIC AFFAIRS, (DELEGATED TO DEANS  
WHEN DEAN'S DECISION IS POSITIVE.)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 16 LAST DAY TO ADD A COURSE, SPRING 2007; DEADLINE TO REQUEST CREDIT/NO CREDIT OR  
AUDIT GRADE OPTIONS
- 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
- 19 PRESIDENT'S DAY, MONDAY (UNIVERSITY IS OPEN, OBSERVED NOVEMBER 24, 2006)
- 19 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS  
FOR 2007-08 TO THE DEPARTMENTAL LEAVE COMMITTEE
- 20 SUGGESTED DEADLINE FOR SUBMISSION OF ELEVATION MATERIALS BY LECTURES WHO ARE  
ELIGIBLE FOR RANGE ELEVATION
- 20 LAST DAY TO ADD A COOPERATIVE EDUCATION COURSE, SPRING 2007
- 21 ALL 2007-08AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE. IF A  
2006-07 ASSIGNED TIME AWARD WAS RECEIVED, THE ACTIVITY REPORT MUST BE ATTACHED  
TO THE 2007-08 APPLICATION
- 21 DEPARTMENTS RETURN MINOR CAPITAL OUTLAY REQUEST TO THE OFFICE OF PHYSICAL  
PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS
- 23 FALL 2007 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 23 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE

**FEBRUARY 2007**

- 23 CENSUS DATE, SPRING 2007
- 24 WRITING PROFICIENCY EXAMINATION (WPE)
- 25 ACADEMIC AFFAIRS NOTIFIES DEANS OF ANY ASSIGNED TIME REQUESTS, FROM SECOND SUBMISSION, WHICH WERE DISAPPROVED
- 26 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES, SPRING 2007
- 27 ACADEMIC AFFAIRS FORWARDS SPRING 2007 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH
- 27 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT AND FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION.
- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- TBA ON-CAMPUS RECRUITMENT (INTERVIEWS) BEGIN (CAREER DEVELOPMENT CENTER)
- 28 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4<sup>TH</sup> OR 5<sup>TH</sup> PROBATIONARY YEAR
- 28 ALL 2007-08 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN COLLEGE DEANS' OFFICE
- 28 "ENGINEERING, SCIENCE, AND TECHNOLOGY JOB FAIR" AND AT USU – SECOND FLOOR - 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 28 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.

**MARCH 2007**

- 1 ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT MAKE SECOND ANNOUNCEMENT OF THE EDUCATIONAL EFFECTIVENESS AWARD PROCESS.
- 1 DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)
- 1 SPRING 2007 FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS
- 1 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 1 DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE
- 1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN DURING THE FALL 2006 SEMESTER.
- 1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL 2007 EARLY REGISTRATION
- 1 DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2007 OR WINTER 2008 GRADUATION
- 1 DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT COMMITTEE
- 2 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED

**MARCH 2007**

- 2 FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2007-08
- 2 DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
- 2 STUDENT RESEARCH COMPETITION
- 3 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 DEANS RETURN VERIFIED PRELIMINARY SPRING 2006 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 5 SUMMER 2007 INFORMATION GUIDE AVAILABLE
- 5 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 FACULTY SUPPER CLUB (TENTATIVE)
- 7 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH
- 8 INTERNSHIP ESSAY CONTEST, TBA (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 9 SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
- 10 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 12 \*SUMMER 2007 REGISTRATION BEGINS
- 12 DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS ON DIFFERENCE-IN-PAY LEAVES FOR 2007-08
- 12-13 FALL 2007 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
- 13 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR SPRING 2007 FACULTY EVALUATION TO INSTITUTION RESEARCH
- 13 ALL 2007-2008 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
- 14 ALL 2007-2008 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3<sup>RD</sup> PROBATIONARY YEAR IF DEAN RECOMMENDATION IS NEGATIVE.
- \* SUBJECT TO CHANGE

**MARCH 2007**

- 15 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)
- 15 SPRING 2007 ENROLLMENT REPORTING SYSTEM FILES (ENROLLMENT AND APPLICATIONS) DUE TO THE OFFICE OF THE CHANCELLOR
- 16 PRELIMINARY SPRING 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 17 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
- 19 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS ON DIFFERENCE-IN-PAY LEAVES FOR 2007-08
- 20 SPRING 2007 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 21 REDISCOVER THE BEACH
- 23 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 23 SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT
- 23 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.
- 28-29 MAJOR FAIR
- 29 CORRECTED SPRING 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
- 29 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.
- 29 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2007
- 30 CESAR CHAVEZ HOLIDAY, FRIDAY (UNIVERSITY CLOSED)

**APRIL 2007**

- 1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER 2007 AND FALL 2007
- 1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE FALL 2007
- 1 DEADLINE FOR FACULTY TO SUBMIT REQUESTS TO DEANS VIA DEPARTMENT CHAIRS TO TAKE LEAVES WITHOUT PAY DURING THE FALL 2006 SEMESTER OR THE 2006-07 ACADEMIC YEAR
- 2 LATE RESIDENCY RECLASSIFICATION PROCESS BEGINS FOR FALL 2007 \$10 MISSED DEADLINE FEE
- 2 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)
- 2-6 SPRING RECESS (NO CLASSES)
- 4 *SCHEDULE OF CLASSES, FALL 2007* AVAILABLE IN THE BOOKSTORE
- 6 REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION

**APRIL 2007**

- 9 FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING DIFFERENCE-IN-PAY LEAVES FOR 2007-08
- 9 \*REGISTRATION AND ADJUSTMENTS FOR FALL 2007 BEGINS
- 10 FINAL SPRING 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
- 12 FACULTY SUPPER CLUB (TENTATIVE)
- 12 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
- 14 AMERICAN COLLEGE TEST (ACT)
- 16 ACADEMIC AFFAIRS DISTRIBUTES FINAL SPRING 2007 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS
- 16 DECISIONS ON FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 17 DEADLINE FOR DEAN'S REVIEW (TENURE)
- 17-18 "SPRING JOB FAIR" AT USU – SECOND FLOOR, 1:00P.M. – 5:00P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 19 DEADLINE FOR SUBMISSION OF PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC AFFAIRS
- 19 DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC "MINI" EVALUATIONS OF PROBATIONARY FACULTY TO ACADEMIC AFFAIRS
- 19 SPRING 2007 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS
- 20 DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2007
- 20 LAST DAY TO APPLY FOR 25% REFUND OF PARKING PERMIT FES FROM BURSAR'S OFFICE
- 21 SOUTH ASIA DAY
- 21 SOAR, PEER ACADEMIC ADVISING TRAINING
- 21 WRITING PROFICIENCY EXAMINATION (WPE)
- 23 NO REFUND FOR PARKING PERMIT FEES FOR SPRING 2007
- 24 \*ALUMNI AWARDS BANQUET (TENTATIVE)
- 24 DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4<sup>TH</sup> OR 5<sup>TH</sup> PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE.
- 25 INTERNATIONAL STUDENT GRADUATION RECEPTION
- 25 CHEM IIIA TEST
- 27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 27 ACADEMIC DAY KALEIDOSCOPE
- \* SUBJECT TO CHANGE

**APRIL 2007**

- 27 DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF DEAN'S RECOMMENDATION IS NEGATIVE.
- 28 SOAR PEER ACADEMIC ADVISING TRAINING
- 28 PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD
- 28 KALEIDOSCOPE FESTIVAL
- 29 ALL 2007-08 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE
- 30 REMINDER FOR PART-TIME FACULTY, TEACHING ASSISTANTS, AND GRADUATE ASSISTANTS WHO ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
- 30 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.
- \* SUBJECT TO CHANGE

**MAY 2007**

- TBA WRITING PROFICIENCY EXAM (MAKE-UP TEST)
- TBA FACULTY RETIREMENT LUNCHEON
- 1 INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA AND NEW ZEALAND
- 1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2008 OR SUMMER 2008 GRADUATION 2
- 1 DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
- 2 FACULTY SUPPER CLUB (TENTATIVE)
- 4 SPRING 2008 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
- 5 SOAR, PEER ACADEMIC ADVISING TRAINING
- 5 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 8 EOP GRADUATE RECOGNITION DAY (EDUCATIONAL OPPORTUNITY PROGRAM)
- 10 UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION AT 4:15 P.M. – 6:15 P.M.
- 10-14 STUDENT INFORMATION SYSTEM UNAVAILABLE FOR UPDATES DUE TO MAJOR SYSTEM UPGRADE
- 12 SOAR, PEER ACADEMIC ADVISING TRAINING
- 12 WRITING PROFICIENCY EXAMINATION ESSAY READINGS
- 15 DEADLINE TO SUBMIT 2007-08 STAFFORD LOAN APPLICATIONS TO FINANCIAL AID
- 15 ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED BY FCPD DIRECTOR
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 18 LAST DAY OF CLASSES, SPRING 2007
- 18 DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2007
- 18 DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC EVALUATIONS ("MINI-REVIEWS") OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL

**MAY 2007**

- 18 SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
- 18 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)
- 18 FACULTY RETIREMENT DINNER (TENTATIVE DATE – TBD)
- 19 DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
- 21 SPRING 2007 FACULTY EVALUATION COMPLETED. INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
- 21-26 FINAL EXAMINATIONS, SPRING 2007
- 23 LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2006-07 AWARDS
- 25 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 27 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICE
- 28 MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 30 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.
- 30, 31, 6/1 COMMENCEMENT CEREMONIES
- 31 DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)

**JUNE 2007**

- 1 LAST DAY OF SPRING 2007 SEMESTER
- 1 LAST DAY TO APPLY FOR FALL 2007 FOR CERTIFICATE AND CREDENTIAL STUDENTS
- 1 RESIDENCY DETERMINATION DATE FOR SUMMER 2007
- 1 DEADLINE TO SUBMIT GRADES FOR SPRING 2007
- 1 DEADLINE TO FILE REQUEST FOR SPRING 2007 EDUCATIONAL LEAVE WITH \$10 MISSED DEADLINE FEE
- 1 DEADLINE TO FILE REQUEST FOR FALL 2007 EDUCATIONAL LEAVE WITHOUT PENALTY
- 1 FULL YEAR, ACADEMIC YEAR, AND SPRING SEMESTER PARKING PERMITS EXPIRE
- 1 2007/2008 EMPLOYEE PARKING PERMITS REQUIRED (FULL YEAR PERMITS BEGIN 6/01/07 AND ENDS 6/01/08)
- 1 DEADLINE FOR FINAL DECISION ON RETENTION OF FACULTY IN THEIR 3<sup>RD</sup>, 4<sup>TH</sup>, OR 5<sup>TH</sup> PROBATIONARY YEAR FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS. (FINAL DECISION DELEGATED TO DEAN WHEN DEAN'S DECISION IS POSITIVE.)
- 1 DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT ACADEMIC AFFAIRS)
- 2 SAT I AND SAT II

**JUNE 2007**

- 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 2006 ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICE
- 4 INSTRUCTION BEGINS SUMMER SESSION I
- 4 – 7/13 SUMMER SESSION ONE
- 4 – 8/24 SUMMER SESSIONS – 2007
- 6-9 SOAR PEER ACADEMIC ADVISOR TRAINING (TENTATIVE)
- 8 SPRING 2006 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES AND DEPARTMENTS
- 9 FY 07-08 FACULTY ASSESSMENT PROJECT GRANT APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
- 9 AMERICAN COLLEGE TEST (ACT)
- 11 SUMMER BRIDGE BEGINS
- 12-15 SOAR PEER ACADEMIC ADVISOR TRAINING (TENTATIVE)
- 13 MCNAIR SCHOLARS RESEARCH PROGRAM BEGINS
- 15 DEADLINE FOR FINAL DECISION BY VICE PRESIDENT FOR ACADEMIC AFFAIRS FOR FACULTY PROMOTIONS (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 16 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR 2006-2007 ACADEMIC YEAR MAILED
- 16 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 17 ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 19 LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS [TENTATIVE]
- 20 SOAR, ADVISING AND REGISTRATION – TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING) (TENTATIVE)
- 21 SOAR - TRANSFERS (ARTS) (TENTATIVE)
- 21 ERS-APPLICANT FILES FOR SUMMER 2007, FALL 2007, AND SPRING 2008 DUE TO OFFICE OF THE CHANCELLOR
- 21 ERS STUDENT FILES FOR SUMMER 2006, COMPLETE FALL 2006, AND SPRING 2007 DUE TO THE OFFICE OF THE CHANCELLOR
- 21 ACADEMIC PLANNING DATA BASE FILES FOR SUMMER 2007, FALL 2007, AND SPRING 2008 DUE TO THE OFFICE OF THE CHANCELLOR
- 22 CHEM IIIA TEST
- 22 SPRING 2007 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY

**JUNE 2007**

- 22 SOAR – TRANSFERS (LIBERAL ARTS) (TENTATIVE)
- 24 SOAR – FRESHMEN (PRESIDENT SCHOLARS AND NATURAL SCIENCES AND MATHEMATICS) (TENTATIVE)
- 25 – 8/3 SUMMER SESSION II 2007
- 25 UPWARD BOUND SUMMER PROGRAM BEGINS
- 27 SOAR – TRANSFERS (BUSINESS) (TENTATIVE))
- 27 ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
- 28 SOAR, TRANSFERS – (HEALTH AND HUMAN SERVICES) (TENTATIVE)
- 29 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 2007**

- 1 LAST DAY TO APPLY FOR FALL 2007 FOR GRADUATE STUDENTS
- 2 DIRECT DEPOSIT POSTING DATE (JUNE PAYROLL)
- 4 INDEPENDENCE DAY HOLIDAY, WEDNESDAY, (UNIVERSITY IS CLOSED)
- 6 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, ELECTRONIC FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
- 6-8 SOAR – FRESHMEN (TENTATIVE)
- 7 WRITING PROFICIENCY EXAMINATION (WPE)
- 7 SPRING 2008 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 10 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
- 11-15 SOAR – FRESHMEN (TENTATIVE)
- 13 END OF SUMMER SESSION 1
- 14 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 15-8/16 WINTER 2008 SCHEDULING PHASE I BEGINS - ENDS
- 16-8/24 SUMMER SESSION III 2007
- 18-21 SOAR – FRESHMEN (TENTATIVE)
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 21 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 25 SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES) (TENTATIVE)
- 26 SOAR - TRANSFERS (BUSINESS) (TENTATIVE)
- 27 SOAR – TRANSFERS (LIBERAL ARTS) (TENTATIVE)
- 28 SOAR – TRANSFERS (NATURAL SCIENCES/MATHEMATICS & ENGINEERING) (TENTATIVE)

**JULY 2007**

- 29            **RONALD E. MCNAIR SUMMER PROGRAM ENDS**
- 29            **SOAR - TRANSFERS (ALL MAJORS) (TENTATIVE)**

**AUGUST 2007**

- 1            **INITIAL FILING PERIOD BEGINS FOR SPRING 2008 ADMISSION FOR TRANSFER AND GRADUATE STUDENTS**
- 1-5          **SOAR FRESHMEN (ALL MAJORS) (TENTATIVE)**
- 3            **END OF SUMMER SESSION II**
- 16          **WINTER 2008 SCHEDULING PHASE I ENDS**
- 16-17       **SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES - FRESHMEN (TENTATIVE)**
- 18          **SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES - TRANSFERS (TENTATIVE)**
- 18          **EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS**
- 24          **END OF SUMMER SESSION III**
- 31          **END OF INITIAL FILING PERIOD FOR SPRING 2008 FOR TRANSFER AND SECOND BACHELOR'S DEGREE STUDENTS**