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Revised: 12/5/2007

July-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				

August-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	

September-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						

October-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			

November-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	

December-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					

January-2008

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-2008

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	

March-2008

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-2008

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-2008

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-2008

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***

7/06/07	SPRING 2008 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
8/06/07	SPRING 2008 PHASE II SCHEDULE BUILDING MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
9/21/07	SPRING 2008 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
10/08-10/09	SPRING 2008 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
10/26/07	SUMMER 2008 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/DEPARTMENTS
10/31/07	<i>SCHEDULE OF CLASSES</i> , SPRING 2008 AVAILABLE IN THE BOOKSTORE
12/07/07	FALL 2008 PHASE I SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
1/11/08	FALL 2008 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
1/18/08	FALL 2008 PHASE II SCHEDULE BUILDING BEGINS-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
2/08/08	SUMMER 2008 SCHEDULE BUILDING ACCESS ENDS
2/22/08	FALL 2008 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
3/03/08	SUMMER 2008 INFORMATION GUIDE AVAILABLE
3/10-11	FALL 2008 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
4/02/08	<i>SCHEDULE OF CLASSES</i> , FALL 2008 AVAILABLE IN THE BOOKSTORE
5/02/08	SPRING 2009 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING

*ALL DATES ARE SUBJECT TO CHANGE

**CURRICULUM DEVELOPMENT
DEADLINES**

07/06/07	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS PROPOSALS EFFECTIVE: COURSES -- SPRING 2008 DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2008 CHALLENGE PERIOD I: SEPTEMBER 10 – SEPTEMBER 28, 2007
09/07/07	INACTIVE COURSES DISTRIBUTED TO ASSOCIATE DEANS/DEPT. CHAIRS
10/05/07	INACTIVE COURSE CERTIFICATION
12/07/07	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS PROPOSALS EFFECTIVE: UPPER-DIVISION & GRADUATE COURSES - SUMMER 2008 OR FALL 2008 LOWER-DIVISION COURSES—FALL 2008 DEGREE & OTHER PROGRAM REQUIREMENTS - FALL 2008 CHALLENGE PERIOD II: DECEMBER 17, 2007 - JANUARY 15, 2008
03/02/08	NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

**FACULTY ASSIGNED TIME
DEADLINES**

FALL 2007		SPRING 2008
08/01/07	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS	01/02/08
09/04/07	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	01/28/08
09/07/07	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION WHICH WERE DISAPPROVED	02/01/08
09/21/07	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	02/15/08
09/28/07	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED	02/22/08
10/02/07	AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH	02/26/08
10/08/07	AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION	03/03/08
10/12/07	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	03/07/08
10/16/07	AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH	03/11/08
12/14/07	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES	05/23/08

**FACULTY WORKLOAD REPORTING PROCESS
DEADLINES**

10/02/07	AA FORWARDS FALL 2007 ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
10/19/07	PRELIMINARY FALL 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
11/01/07	FALL 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
11/13/07	FINAL FALL 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
02/27/08	AA FORWARDS SPRING 2008 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH
03/14/08	PRELIMINARY SPRING 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
03/14/08	CORRECTED SPRING 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
04/08/08	FINAL SPRING 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES

**PERIODIC EVALUATION
DEADLINES**

09/07/07	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
09/27/07	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS
10/04/07	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF TENURED FACULTY (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY) (CLOSES 11/1/07 FOR FALL FERP FACUTLY AND 2/7/08 FOR ACADEMIC YEAR FACULTY)
11/01/07	DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
12/03/07	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/07/08)
12/21/07	DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
12/21/07	DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL
01/28/08	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR SPRING SEMESTER FERPS (CLOSES 3/03/08)
02/07/08	DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP FACULTY)
02/07/08	DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION ("MINI-REVIEW") TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
03/03/08	DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE
05/16/08	DEADLINE FOR COLLEGE DEANS TO SUBMIT PERIODIC EVALUATIONS ("MINI-REVIEWS") AND PROFESSIONAL DEVELOPMENT PLANS OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
05/16/08	SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
05/16/08	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)
12/20/08	FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2007-08 PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL

**SABBATICAL LEAVE
DEADLINE**

10/01/07	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2007 OR OVER THE 2006-07 ACADEMIC YEAR
10/15/07	SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2008-09 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
11/19/07	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2008-09 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
12/10/07	DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
12/17/07	DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2008-09 ACADEMIC YEAR
02/01/08	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS
04/01/08	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN FALL 2007

**DIFFERENCE-IN-PAY LEAVE
DEADLINES**

10/01/07	DEADLINE FOR FACULTY TO SUBMIT DIFFERENCE-IN-PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2007 OPR OVER THE 2006-07 ACADEMIC YEAR
02/18/08	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2008-09 TO THE DEPARTMENTAL LEAVE COMMITTEE
03/10/08	DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS FOR 2008-09
03/17/08	DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS FOR 2008-09
04/01/08	DEADLINE FOR FACULTY TO SUBMIT DIP LEAVE REPORTS TO ACADEMIC PERSONNEL TAKEN IN FALL 2007
04/01/08	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS FOR 2008-09

**RETENTION, TENURE, AND PROMOTION
DEADLINES**

- 09/04/07 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
- 09/11/07 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER, 10:30 A.M.–12:00 P.M
- 09/12/07 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN ANATOL CENTER, 3:00 P.M. – 4:30 P.M.
- 09/17/07 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
- 09/17/07 DEADLINE FOR FACULTY TO NOTIFY ACADEMIC PERSONNEL, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION.
- 09/17/07 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR RETENTION AND TENURE CANDIDATES (9/17/07-10/04/07)
- 09/17/07 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT FOR PROMOTION CANDIDATES (9/17/07-10/18/07)
- 10/04/07 DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 10/18/07 DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 11/08/07 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
- 11/30/07 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 11/30/07 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE
- 12/13/07 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 12/14/07 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING CHAIR'S REVIEW, IF ANY)
- 01/28/08 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE
- 02/15/08 DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR BY VICE PRESIDENT ACADEMIC AFFAIRS (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)
- 02/28/08 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 03/14/08 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF DEAN'S RECOMMENDATION IS NEGATIVE.
- 03/14/08 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)

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

04/15/08	DEADLINE FOR DEAN'S REVIEW (TENURE)
04/22/08	DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE.
04/25/08	DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF DEAN'S RECOMMENDATION IS NEGATIVE.
06/02/08	DEADLINE FOR FINAL DECISION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)
06/02/08	DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT FOR ACADEMIC AFFAIRS)
06/16/08	DEADLINE FOR FINAL DECISION ON PROMOTION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS, (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)

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

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

09/28/07	THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
11/01/07	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
11/01/07	EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICES FOR DISTRIBUTION
02/20/08	SUGGESTED DEADLINE FOR SUBMISSION OF ELEVATION MATERIALS BY LECTURERS WHO ARE ELIGIBLE FOR RANGE ELEVATION
03/10/08	SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
03/24/08	SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT

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

- 9/17/07** **2006-07 ASSIGNED TIME REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH**
- 9/24/07** **COMBINED SCAC APPLICATIONS FOR:**
 -MINI GRANTS FOR SPRING 2008
 -SUMMER STIPEND FOR SUMMER 2008
 -ASSIGNED TIME FOR AY 2008-2009 (FALL 2008 OR SPRING 2009)
DUE IN DEPARTMENT OFFICE
- 9/26/07** **COMBINED SCAC APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE**
- 10/01/07** **2007 MINI GRANT AND 2007 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH**
- 10/17/07** **COMBINED SCAC APPLICATIONS FOR:**
 -MINI GRANT FOR SPRING 2008
 -SUMMER STIPEND FOR SUMMER 2008
 -ASSIGNED TIME FOR AY 2008-2009
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)**

10/16/07	CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION PROCEDURES
12/04/07	NOMINATIONS DUE IN ACADEMIC SENATE
02/12/08	SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES
03/05/08	COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE
04/16/08	FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE

ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS

- 03/01/08** **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**
- 04/30/08** **PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD**
- 05/15/08** **AWARDS ARE ANNOUNCED BY THE DIRECTOR, FCPD.**

TESTING TIMETABLE

AMERICAN COLLEGE TEST (ACT)	OCTOBER 27, 2007 FEBRUARY 9, APRIL 12 AND JUNE 14, 2008
CHEM IIIA TEST	JULY 25, AUGUST 15, AND NOVEMBER 7, 2007 JANUARY 9, JANUARY 30, APRIL 23, AND JUNE TBA
ENGLISH PLACEMENT TEST (EPT) & ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)	JULY 14, AUGUST 18 AND DECEMBER 1, 2007 JANUARY 12, MARCH 15, APRIL 12, MAY 3, JUNE 14, AND JULY 12, 2008
EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)	AUGUST 22 AND AUGUST 29, 2007 JANUARY 9 AND JANUARY 16, 2008
SAT I AND SAT II	NOVEMBER 3, 2007 JANUARY 26, AND JUNE 7, 2008
WRITING PROFICIENCY EXAMINATION (WPE)	JULY 7, SEPTEMBER 29, AND NOVEMBER 17, 2007 FEBRUARY 23, APRIL 19 AND JULY 12, 2008
WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)	TBA
WRITING PROFICIENCY EXAMINATION ESSAY READINGS	JULY 21, OCTOBER 13, AND DECEMBER 8, 2007 MARCH 8, MAY 10, AND JULY 26, 2008
WRITING PROFICIENCY EXAMINATION PRE-TEST READINGS	SEPTEMBER 15, 2007

JULY 2007

- 2 DIRECT DEPOSIT POSTING (JUNE PAYROLL)
- 4 INDEPENDENCE DAY HOLIDAY OBSERVANCE, WEDNESDAY (UNIVERSITY IS CLOSED)
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5-8/16 WINTER 2008 PHASE I SCHEDULING ON-LINE
- 6 SPRING 2008 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 6 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 7 WRITING PROFICIENCY EXAMINATION (WPE)
- 9-11 SOAR – FRESHMEN (ALL MAJORS)
- 11 SUMMER BRIDGE BEGINS
- 12 SOAR – TRANSFER STUDENTS (ENGINEERING)
- 12 SOAR – FRESHMEN (ENGINEERING)
- 13 END OF SUMMER SESSION I 2007
- 13, 14 SOAR, ADVISING AND REGISTRATION – FRESHMEN (ALL MAJORS)
- 14 ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATH EXAMINATION (ELM)
- 15 TIME ENTRY SYSTEM OPENS
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 16-8/24 SUMMER SESSION III 2007
- 19 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2007
- 20 SOAR – ORIENTATION TO CAMPUS LIFE AND RESOURCES - FRESHMEN
- 21 WRITING PROFICIENCY EXAM ESSAY READING
- 22 SOAR – FRESHMEN (ALL MAJORS)
- 24 SOAR – TRANSFER STUDENTS (NATURAL SCIENCES/MATH)
- 25 CHEM IIIA TEST
- 25 SOAR – TRANSFER STUDENTS (THE ARTS)
- 26 SOAR – TRANSFER STUDENTS (LIBERAL ARTS)
- 27 CENSUS DATE SUMMER SESSION III 2007
- 27 SOAR – TRANSFER STUDENTS (HEALTH/HUMAN SERVICES)
- 28 MCNAIR SCHOLARS RESEARCH PROGRAM ENDS
- 29 SOAR – FRESHMEN (ALL MAJORS)

JULY 2007

- 31 SOAR – TRANSFER STUDENTS (ENGINEERING)
- 31 PAYDAY AFTER 4:00 P.M. (JULY)

AUGUST 2007

- 1 SOAR – TRANSFER STUDENTS (BUSINESS ADMINISTRATION)
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
- 1 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2007 SEMESTER
- 1 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES
- 1 DIRECT DEPOSIT POSTING (JULY PAYROLL)
- 1 INITIAL FILING PERIOD FOR SPRING 2008 ADMISSION
- 1-31 INITIAL FILING PERIOD FOR SPRING 2009 ADMISSION FOR TRANSFERS AND SECOND BACHELOR'S DEGREE STUDENTS
- 2 SOAR – ADVISING AND REGISTRATION -TRANSFERS - ORIENTATION TO CAMPUS LIFE AND RESOURCES
- 2 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
- 2, 3 SOAR, ADVISING AND REGISTRATION- FRESHMEN (ALL MAJORS)
- 3 END OF SUMMER SESSION II 2007
- 3 UPWARD BOUND ENDS
- 4 SOAR – TRANSFER STUDENTS (ALL MAJORS)
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 6 SPRING 2008 PHASE II SCHEDULE BUILDING ACCESS BEGINS
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 9 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2007
- 9 SOAR – TRANSFER STUDENTS (LIBERAL ARTS)
- 10 SOAR – TRANSFER STUDENTS (HEALTH/HUMAN SERVICES)
- 10-11 GENERAL EDUCATION SUMMER INSTITUTE (GESI) - 8:15 A.M. – 4:30 P.M.
FACULTY DEVELOPMENT CENTER (LIBRARY WEST – FIFTH FLOOR)
- 11 SOAR - FRESHMEN (ALL MAJORS)
- 11-13 EDUCATIONAL OPPORTUNITY PROGRAM WEEKEND ORIENTATION PROGRAM
- 13 DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2008 TO UCES
- 14 DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO UCES FOR WINTER 2008

AUGUST 2007

- 14-17 SOAR - FRESHMEN (ALL MAJORS)
- 15 CHEM IIIA TEST
- 15 TIME ENTRY OPENS
- 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 2008 PHASE II SCHEDULING ONLINE
- 18 SOAR – TRANSFER STUDENTS (ALL MAJORS)
- 18 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
- 19 NEW FACULTY ORIENTATION (TENURE-TRACK FACULTY) SCHEDULED IN THE KARL W. E. ANATOL CENTER
- 19 SUMMER BRIDGE ENDS
- 22 NEW INTERNATIONAL STUDENT ORIENTATION FALL 2007
- 22 FEDERAL WORK STUDY JOB PLACEMENT FAIR
- 23 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 24 END OF SUMMER SESSION III 2007
- 24 EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
- 26 GRADUATE ORIENTATION PROGRAM
- 27 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 5/30/08
- 27 FIRST DAY OF FALL 2007 SEMESTER
- 27 FALL 2007 STUDENT PARKING PERMITS REQUIRED-PERMITS EXPIRE 12/22/07
- 27 FACULTY/STAFF PARKING PERMITS REQUIRED - ACADEMIC YEAR PERMITS EXPIRE 5/30/08
FALL SEMESTER PERMITS EXPIRE 12/28/07
- 28-30 DEPARTMENTAL ADVISING
- 30 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2007
- 30 PAYDAY AFTER 4:00 P.M. (AUGUST)
- 30-31 REGISTRATION UNAVAILABLE FOR FALL 2007
- 31 CONVOCATION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS
- 31 LAST DAY TO APPLY FOR A 100% REFUND OF PARKING FEES FROM BURSAR'S OFFICE

AUGUST 2007

- 31 FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED
- 31 DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)
- 31 LAST DAY TO APPLY FOR SPRING 2008 ADMISSION AS AN UNDERGRADUATE TRANSFER OR SECOND BACHELOR'S DEGREE STUDENT

SEPTEMBER 2007

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS
- 3 LAST DAY TO FILE FOR COMPLETE WITHDRAWAL OR CANCELLATION OF CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
- 3 LAST DAY FOR REGISTRATION AND ADJUSTMENTS PRIOR TO FIRST DAY OF INSTRUCTION
- 3 LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 4 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
- 4 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
- 4 PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)
- 4 OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2007 THROUGH UCES
- 4 FIRST DAY OF CLASSES FALL 2007
- 4 REGISTRATION PAYMENTS MUST INCLUDE A \$25 LATE REGISTRATION FEE
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 6 ACADEMIC PERSONNEL CONDUCTS A TENURE-TRACK RECRUITMENT WORKSHOP IN THE ANATOL CENTER 2:00 P.M.-3:30 P.M.
- 7 HOURLY TIME CLOSES AT 5:00 P.M.
- 7 INACTIVE COURSES DISTRIBUTED TO ASSOCIATE DEANS/CHAIRS
- 7 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED
- 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, 2007 WHEN THE UNIVERISTY WILL BE CLOSED)

SEPTEMBER 2007

- 10 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 6, 2007 (ENDS SEPTEMBER 28, 2007)
- 11 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 10:30 A.M.-12:00 P.M.
- 12 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 3:00 P.M.-4:30 P.M.
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 15 WRITING PROFICIENCY READING PRE-TEST READINGS
- 15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY (CLOSES 2/07/08)
- 17 DEADLINE TO USE MyCSULB TO ADD A COURSE
- 17 LAST DAY TO DROP A COURSE OR WITHDRAW (BY MyCSULB) WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR AND WITHOUT RECEIVING A "W" ON PERMANENT RECORD, FALL 2007
- 17 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR RETENTION AND TENURE CANDIDATES (9/17/07-10/04/07)
- 17 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT FOR PROMOTION CANDIDATES (9/17/07-10/18/07)
- 17 DEADLINE FOR FACULTY TO NOTIFY ACADEMIC PERSONNEL, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION
- 17 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 DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION
- 18 2006-07 ASSIGNED TIME REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 20 RESIDENCE DETERMINATION DATE FOR FALL 2007
- 21 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
- 21 SPRING 2008 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 23 FALL FACULTY TRAVEL APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
- 24 COMBINED SCAC APPLICATIONS FOR MINI GRANTS, SUMMER STIPEND FOR SUMMER 2008, ASSIGNED TIME FOR AY 2007-2008 (FALL 2008 OR SPRING 2009) DUE IN DEPARTMENT OFFICE
- 24 DEADLINE FOR CREDIT BY EXAMINATION

SEPTEMBER 2007

- 24 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS, FALL 2007
- 25 DEANS FORWARD SUPPLEMENTAL FALL 2006 ASSIGNED TIME SUMMARY SHEETS TO ACADEMIC AFFAIRS (SECOND SUBMISSION) AND FACULTY REIMBURSED PAYROLL FORMS
- 26 FACULTY SUPPER CLUB (TENTATIVE)
- 27 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
- 27 COMBINED SCAC APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE
- 28 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
- 28 CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION
- 28 PAYDAY AFTER 4:00 P.M. (SEPTEMBER)
- 28 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 28 THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
- 29 FALL 2006 FACULTY EVALUATION PRE-PRINTED AND BLANK CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS
- 29 WRITING PROFICIENCY EXAM (WPE)

OCTOBER 2007

- 1 CENSUS DATE FALL 2007
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 LAST DAY FOR OPEN UNIVERSITY ENROLLMENT
- 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 2008
- 1 DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)
- 1 FALL ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERSHIP BEGINS (CAREER DEVELOPMENT CENTER)
- 1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN SPRING 2007 OR OVER THE 2006-07 ACADEMIC YEAR
- 1 DEADLINE FOR FACULTY TO SUBMIT DIFFERENCE-IN-PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2007 OR OVER THE 2006-07 ACADEMIC YEAR
- 1-11/30 INITIAL FILING PERIOD FOR FALL 2008 ADMISSION
- 1 2007 MINI GRANT AND 2007 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 2 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

OCTOBER 2007

- 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.
- 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 OF TENURED FACULTY (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY) (CLOSES 11/1/07 FOR FALL FERP FACULTY AND 2/7/08 FOR ACADEMIC YEAR FACULTY)
- 4-5 MAJOR FAIR
- 5 INACTIVE COURSE CERTIFICATION
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 6 DEADLINE TO SUBMIT PROPOSALS FOR INTERNATIONAL EDUCATION WEEK
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 8 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION
- 8 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 8 COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON FRIDAY, NOVEMBER 23, 2007 WHEN THE UNIVERSITY WILL BE CLOSED)
- 8-9 SPRING 2008 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
- 9 CAMPUS-WIDE EMERGENCY EVACUATION DRILL – 1:30 P.M.
- 11 STUDENT SERVICES FAIR
- 11 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH
- 12 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
- 13 FINANCIAL AID SECOND MAJOR CHECK DISBURSEMENT CHECKS MAILED
- 13 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 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 SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2008-09 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS

OCTOBER 2007

- 15 DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2008 OR SUMMER 2008 GRADUATION
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 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 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION
- 16 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH
- 17 COMBINED SCAC APPLICATIONS FOR MINI GRANTS, SUMMER STIPEND FOR SUMMER 2008, ASSIGNED TIME FOR AY 2007-2008 DUE IN OFFICE OF UNIVERSITY RESEARCH
- 17 DEANS RETURN VERIFIED PRELIMINARY FALL 2006 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS
- 18 FALL JOB FAIR SPONSORED BY THE CAREER DEVELOPMENT CENTER, 11:00 A.M. – 3:00 P.M., UNIVERSITY STUDENT UNION
- 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
- 19 PRELIMINARY FALL 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 20 FALL 2006 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 26 LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 26 FALL 2007 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 SUMMER 2008 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/ DEPARTMENTS
- 26 TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2008
- 27 AMERICAN COLLEGE TEST (ACT)
- 27 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 29 WINTER SESSION 2008 REGISTRATION BEGINS
- 30 PAYDAY AFTER 4:00 P.M. (OCTOBER)
- 31 DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)
- 31 *SCHEDULE OF CLASSES*, SPRING 2008, AVAILABLE IN THE BOOKSTORE

NOVEMBER 2007

- 1 FALL 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORTS AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
- 1 INTERNSHIP AND VOLUNTEER JOB FAIR SPONSORED BY THE CAREER DEVELOPMENT CENTER, 11:00 A.M. – 3:00 P.M., UNIVERSITY STUDENT UNION
- 1 DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DEADLINE TO APPLY FOR SPRING 2008 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
- 1 DEADLINE TO FILE RESIDENCY RECLASSIFICATION FOR SPRING 2008
- 1 FACULTY SUPPER CLUB
- 2 LATE SPRING 2008 RESIDENCE RECLASSIFICATION PROCESS FOR EARLY REGISTRATION \$10 MISSED DEADLINE FEE
- 3 ACADEMIC AFFAIRS DISTRIBUTES SPRING 2006 NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS
- 3 SAT I AND SAT II
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 * FEE PAYMENT FOR SPRING 2008 REGISTRATION BEGINS
- 5 * SPRING 2008 REGISTRATION AND ADJUSTMENTS BEGINS
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 7 CHEM IIIA TEST
- 8 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
- 8 ALL 2006 SUMMER STIPEND AND SPRING 2007 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 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 9 GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES/EDUCATIONAL OPPORTUNITY PROGRAM)
- 12 VETERANS DAY OBSERVED, MONDAY (UNIVERSITY IS CLOSED)
- 13 FINAL FALL 2007 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
* SUBJECT TO CHANGE

NOVEMBER 2007

- 13-17 INTERNATIONAL EDUCATION WEEK, (SPONSORED BY CENTER FOR INTERNATIONAL EDUCATION)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 17 WRITING PROFICIENCY EXAMINATION (WPE)
- 18 FALL 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 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2008-09 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
- 21 DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN'S SIGNATURE, FALL 2007
- 21 FALL BREAK – NO CLASSES: CAMPUS IS OPEN
- 22 THANKSGIVING DAY, (THURSDAY) UNIVERSITY IS CLOSED
- 23 UNIVERSITY IS CLOSED. (COLUMBUS DAY, OCTOBER 8, 2007, RESCHEDULED AND OFFICIALLY OBSERVED)
- 26 DEADLINE TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FOR FALL 2007 FROM BURSAR'S OFFICE
- 27 NO REFUND OF PARKING PERMIT FEES FOR FALL 2007
- 29 REMINDER FOR PART-TIME FACULTY, TA'S AND GA'S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
- 29 PAYDAY AFTER 4:00 P.M. (NOVEMBER)
- 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 2008 ADMISSION FOR UNDERGRADUATES & SECOND BACHELOR'S DEGREE APPLICANTS
- 30 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
- 30 DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)

DECEMBER 2007

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR FALL 2008 OR WINTER 2009 GRADUATION
- 1 DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2008
- 1 DEADLINE TO APPLY FOR ADMISSION TO SPRING 2008 FOR RETURNING STUDENTS, RETURNING DISQUALIFIED STUDENTS, CERTIFICATE, AND GRADUATE STUDENTS
- 1 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)
- TBA WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)

DECEMBER 2007

- 3 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/07/08)
- 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
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 FACULTY SUPPER CLUB
- 6 LAST DAY OF FALL ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERSHIPS (CAREER DEVELOPMENT CENTER)
- 6 DEADLINE FOR COLLEGES TO RETURN SUMMER 2008 FINAL PROOFS TO ACADEMIC SCHEDULING
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 7 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
- 7 FALL 2008 PHASE 1 SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/ COLLEGES
- 8 ACADEMIC AFFAIRS DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS
- 8 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 10 DEADLINE TO SUBMIT STAFFORD LOAN APPLICATION TO FINANCIAL AID FOR LOAN PERIOD ENDING DECEMBER 2007
- 10 DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
- 11 COLLEGES/DEPARTMENTS RECEIVE SPRING 2005 ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)
- 13 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR
- 14 LAST DAY OF INSTRUCTION, FALL 2007
- 14 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEAN'S OFFICES
- 14 DEADLINE TO DROP A COURSE FOR FALL 2007 (WITH THE DEAN'S APPROVAL)
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 14 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING CHAIR'S REVIEW, IF ANY)
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15, 17-21 FINAL EXAMS
- 15 TIME ENTRY SYSTEM OPENS
- 17 CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS: SUBMITTED DECEMBER 7, 2007; ENDS JANUARY 12, 2008

DECEMBER 2007

- 17 **DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2008-09 ACADEMIC YEAR**
- 18 **FALL FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH**
- 20 **ALL SPRING 2007 MINI-GRANT AND 2007 SUMMER STIPEND AWARDS ANNOUNCED**
- 21 **LAST DAY OF FALL 2007 SEMESTER**
- 21 **DEADLINE TO REQUEST SPRING 2008 EDUCATIONAL LEAVE WITHOUT PENALTY**
- 21 **DEADLINE TO FILE REQUEST FOR FALL 2007 EDUCATIONAL LEAVE WITH \$10 MISSED DEADLINE FEE**
- 21 **DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER**
- 21 **DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL**
- 22 **FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES**
- 12/22-1/25/08 **WINTER RECESS**
- 25 **CHRISTMAS HOLIDAY, TUESDAY (UNIVERSITY IS CLOSED)**
- 26 **UNIVERSITY IS CLOSED, (LINCOLN'S BIRTHDAY, FEBRUARY, 2008 RESCHEDULED AND OFFICIALLY OBSERVED WEDNESDAY, DECEMBER 26, 2007)**
- 27 **UNIVERSITY IS CLOSED (PRESIDENT'S DAY, JANUARY 2008, RESCHEDULED AND OFFICIALLY OBSERVED THURSDAY, DECEMBER 27, 2007)**
- 28 **UNIVERSITY IS CLOSED (ADMISSION DAY, RESCHEDULED AND OFFICIALLY OBSERVED FRIDAY, DECEMBER 28, 2007)**
- 31 **UNIVERSITY IS CLOSED, MONDAY (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 MONDAY, DECEMBER 31, 2007)**

JANUARY 2008

- 1 **NEW YEAR'S DAY, TUESDAY (UNIVERSITY IS CLOSED)**
- 1 **STUDENT TIME ENTRY CLOSES AT 5:00 P.M.**
- 2 **WINTER SESSION PARKING PERMITS REQUIRED**
- 2 **INSTRUCTION BEGINS: WINTER SESSION 2008**
- 2 **PAYDAY (DECEMBER 2007)**
- 2 **DIRECT DEPOSIT POSTING DATE (DECEMBER PAYROLL)**
- 2 **ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS**
- 2-22 **WINTER SESSION 2008**

JANUARY 2008

1/2-2/15	STUDENTS RECEIVE RENEWAL FAFSA (FINANCIAL AID FORM) FOR 2008-2009 FROM FEDERAL PROCESSOR
4	DEADLINE TO SUBMIT GRADES FOR FALL 2007
4	SOAR ADVISOR TRAINING
5	SALARIED TIME ENTRY CLOSSES AT 5:00 P.M.
7	WINTER SOAR-TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING) FOR SPRING 2008
7	HOURLY TIME ENTRY CLOSSES AT 5:00 P.M.
7	2007-08 FINANCIAL AID APPLICATIONS AVAILABLE-CAL GRANTS AND STATE AND FEDERAL FINANCIAL AID PROGRAMS
8	WINTER SOAR-TRANSFERS (LIBERAL ARTS) FOR SPRING 2008
9	WINTER SOAR-TRANSFERS (ARTS) FOR SPRING 2008
9	CHEM IIIA TEST
9	EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)
10	WINTER SOAR-TRANSFERS (HEALTH AND HUMAN SERVICES) FOR SPRING 2008
11	FALL 2008 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
11	WINTER SOAR-TRANSFERS (BUSINESS ADMINISTRATION) FOR SPRING 2008
TBA	EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
12	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
15	FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR FALL 2007 MAILED
15	CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
16	EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)
18	FALL FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS
18	FALL 2008 PHASE II SCHEDULE BUILDING ACCESS BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES
20	SOAR - ORIENTATION TO CAMPUS LIFE AND RESOURCES
21	MARTIN LUTHER KING, JR. HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
21	SPRING 2008 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 05/30/08
21	SPRING 2008 FACULTY/STAFF/STUDENT PARKING PERMITS REQUIRED -- PERMITS EXPIRE 05/30/08
22	LAST DAY OF CLASS, WINTER SESSION 2008
22	FIRST DAY OF SPRING 2008 SEMESTER

JANUARY 2008

- 23 **INTERNATIONAL STUDENT ORIENTATION SPRING 2008**
- 23-26 **DEPARTMENTAL ADVISING**
- 24 **FALL 2006 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY**
- 24-25 *** SPRING 2008 REGISTRATION UNAVAILABLE**
- 25 **RESIDENCY DETERMINATION DATE FOR SPRING 2008**
- 25 **LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2008 PARKING PERMIT FEES (BURSAR'S OFFICE)**
- 25 **FINANCIAL AID FIRST MAJOR CHECK DISBURSEMENT CHECKS MAILED**
- 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 **DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT.**
- 26 **SAT I AND SAT II**
- 27 **LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES**
- 27 **DEADLINE TO REGISTER FOR SPRING 2008 WITHOUT PAYMENT OF LATE REGISTRATION FEE OF \$25**
- 28 **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
- 28 **OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS (ETF) FOR SPRING SEMESTER FERPS (CLOSES 3/3/08)**
- 28 **DEADLINE TO SUBMIT GRADE ROSTERS FOR WINTER SESSION 2008**
- 28 **DEADLINE FOR DEANS' REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE**
- 28 **ACADEMIC AFFAIRS (AA) NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED**
- 28 **PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)**
- 28 **SPRING 2008 REGISTRATION INCLUDES A \$25 LATE REGISTRATION FEE**
- 28 **SPRING 2008 OPEN UNIVERSITY ENROLLMENT BEGINS THROUGH UCES.**
- 28 **FIRST DAY OF CLASSES SPRING 2008**
- 30 **PAYDAY AFTER 4:00 P.M. (JANUARY)**
- * SUBJECT TO CHANGE**

JANUARY 2008

- 30 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 30 CHEM IIIA TEST
- 31 DIRECT DEPOSIT POSTING DATE (JANUARY PAYROLL)

FEBRUARY 2008

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 ACADEMIC PERSONNEL CONDUCTS RETIREMENT AND FERP WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH 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 FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS
- 4 CAMPUS-WIDE EMERGENCY EVACUATION DRILL 10:30 A.M.
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 7 HOURLY TIME ENTRY CLOSES AT 5:00P.M.
- 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
- 8 SUMMER 2008 SCHEDULE BUILDING ENDS
- 9 AMERICAN COLLEGE TEST (ACT)
- 10 LAST DAY TO USE MyCSULB TO ADD A COURSE, SPRING 2008
- 10 DEADLINE TO DROP OR WITHDRAW WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR DROP WITHOUT "W" GRADE, SPRING 2008
- 11 DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION
- 11 SPRING ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERSHIPS BEGINS (CAREER DEVELOPMENT CENTER)
- 12 LINCOLN'S BIRTHDAY, MONDAY, UNIVERSITY IS OPEN. (OBSERVED DECEMBER 26, 2007)
- 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
- 15 DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR BY VICE PRESIDENT, OF ACADEMIC AFFAIRS, (DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)

FEBRUARY 2008

- 15 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 CREDIT BY EXAMINATION, SPRING 2008
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 15 LAST DAY TO ADD A COURSE, SPRING 2008; 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
- 18 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS
FOR 2008-09 TO THE DEPARTMENTAL LEAVE COMMITTEE
- 18 PRESIDENT'S DAY, MONDAY (UNIVERSITY IS OPEN, OBSERVED DECEMBER 27, 2007)
- 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
- 22 FALL 2008 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 22 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 22 CENSUS DATE, SPRING 2008
- 22 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES, SPRING 2008
- 22 ACADEMIC AFFAIRS NOTIFIES DEANS OF ANY ASSIGNED TIME REQUESTS, FROM SECOND
SUBMISSION, WHICH WERE DISAPPROVED
- 23 WRITING PROFICIENCY EXAMINATION (WPE)
- 27 ACADEMIC AFFAIRS FORWARDS SPRING 2008 ASSIGNED TIME LISTS TO INSTITUTIONAL
RESEARCH
- 28 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (TENURE) AND RETENTION OF FACULTY
IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 28 ALL 2007-08 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN COLLEGE DEANS' OFFICE

FEBRUARY 2008

- 28 "ENGINEERING, SCIENCE, AND TECHNOLOGY JOB FAIR" AND AT USU – SECOND FLOOR -
12:00 P.M. – 4:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 29 PAYDAY AFTER 4:00 P.M. (FEBRUARY)

MARCH 2008

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR
PROFESSIONAL DEVELOPMENT MAKE SECOND ANNOUNCEMENT OF THE EDUCATIONAL
EFFECTIVENESS AWARD PROCESS FOR AWARDS IN SUMMER/FALL 2007 AND SPRING 2008
- 1 SPRING 2008 FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO
DEPARTMENTS
- 1 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL2008 EARLY REGISTRATION
- 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 2007 SEMESTER.
- 1 DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2008 OR WINTER 2009 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 2008-09
- 3 DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF)
SUBMITTED TO DEPARTMENT PEER COMMITTEE
- 3 DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)
- 3 NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
- 3 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS
(BY DEPARTMENT AND FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO
COLLEGES FOR VERIFICATION.
- 3 SUMMER 2008 INFORMATION GUIDE AVAILABLE
- 4 DEANS RETURN VERIFIED PRELIMINARY SPRING 2006 ASSIGNED TIME ACCOUNTING REPORTS
TO ACADEMIC AFFAIRS
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
- 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
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 FACULTY SUPPER CLUB (TENTATIVE)
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 7 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED
- 7 DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

MARCH 2008

- 7 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
- 7 STUDENT RESEARCH COMPETITION
- 8 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 8 INTERNSHIP ESSAY CONTEST, TBA (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 10 SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
- 10 * SUMMER 2008 REGISTRATION BEGINS
- 10 DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS 2008-09
- 10-11 FALL 2008 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
- 11 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH
- 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 CORRECTED SPRING 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
- 14 ALL 2007-2008 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 14 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF DEAN RECOMMENDATION IS NEGATIVE
- 14 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)
- 14 PRELIMINARY SPRING 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 15 TIME ENTRY SYSTEM OPENS
- 15 SPRING 2007 ENROLLMENT REPORTING SYSTEM FILES (ENROLLMENT AND APPLICATIONS) DUE TO THE OFFICE OF THE CHANCELLOR
- 15 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
- * SUBJECT TO CHANGE

MARCH 2008

- 17 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS FOR 2008-09
- 20 SPRING JOB FAIR SPONSORED BY THE CAREER DEVELOPMENT CENTER, 11:00 A.M. – 3:00 P.M., UNIVERSITY STUDENT UNION
- 20 SPRING 2007 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 21 REDISCOVER THE BEACH
- 21 LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
- 23 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 24 SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT
- 26 KALEIDOSCOPE INFORMATION MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.
- 27 KALEIDOSCOPE INFORMATION MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.
- 28 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2008
- 28 PAYDAY AFTER 4:00 P.M. (MARCH)
- 28-29 MAJOR FAIR
- 31 CESAR CHAVEZ HOLIDAY, MONDAY (UNIVERSITY CLOSED)
- 31-4/4 SPRING RECESS (NO CLASSES)

APRIL 2008

- 1 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER 2008 AND FALL 2009
- 1 DEADLINE FOR FACULTY TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS FOR 2008-09
- 1 FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS FOR 2008-09
- 1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN FALL 2007
- 1 DEADLINE FOR FACULTY TO SUBMIT DIP LEAVE REPORTS TO ACADEMIC PERSONNEL TAKEN IN FALL 2007
- 2 LATE RESIDENCY RECLASSIFICATION PROCESS BEGINS FOR FALL 2008 \$10 MISSED DEADLINE FEE
- 2 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)
- 2 *SCHEDULE OF CLASSES, FALL 2008* AVAILABLE IN THE BOOKSTORE
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 6 REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION

APRIL 2008

- 7 **HOURLY TIME ENTRY CLOSES AT 5:00 P.M.**
- 7 *** REGISTRATION AND ADJUSTMENTS FOR FALL 2008 BEGINS**
- 8 **FINAL SPRING 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES**
- 9 **FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING DIFFERENCE-IN-PAY LEAVES FOR 2007-08**
- 9 **LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)**
- 10 **FACULTY SUPPER CLUB**
- 12 **ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)**
- 14 **AMERICAN COLLEGE TEST (ACT)**
- 15 **PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP**
- 15 **TIME ENTRY SYSTEM OPENS**
- 15 **KALEIDOSCOPE PARTICIPANT MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.**
- 15 **DEADLINE FOR DEAN'S REVIEW (TENURE)**
- 16 **FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE**
- 16 **KALEIDOSCOPE PARTINIPANT MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.**
- 16 **ACADEMIC AFFAIRS DISTRIBUTES FINAL SPRING 2007 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS**
- 17 **LAST CHANCE SPRING JOB FAIR AT USU – SECOND FLOOR, 11:00 A.M. – 3:00P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)**
- 18 **LAST DAY TO APPLY FOR 25% REFUND OF PARKING PERMIT FES FROM BURSAR'S OFFICE**
- 18 **NO REFUND FOR PARKING PERMIT FEES FOR SPRING 2007**
- 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**
- 19 **WRITING PROFICIENCY EXAMINATION (WPE)**
- 21 **SOUTH ASIA DAY**
- 21 **SOAR, PEER ACADEMIC ADVISING TRAINING**
- 22 **KALEIDOSCOPE VOLUNTEER MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.**
- * SUBJECT TO CHANGE**

APRIL 2008

- 22 DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE.
- 23 CHEM IIIA TEST
- 24 * ALUMNI AWARDS BANQUET (TENTATIVE)
- 25 DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2008
- 25 INTERNATIONAL STUDENT GRADUATION RECEPTION
- 25 ACADEMIC DAY KALEIDOSCOPE
- 25 DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF DEAN'S RECOMMENDATION IS NEGATIVE.
- 26 KALEIDOSCOPE FESTIVAL
- 28 SOAR PEER ACADEMIC ADVISING TRAINING
- 29 ALL 2007-08 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE
- 30 PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD
- 30 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 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)
- * SUBJECT TO CHANGE

MAY 2008

- TBA WRITING PROFICIENCY EXAM (MAKE-UP TEST)
- TBA FACULTY RETIREMENT LUNCHEON
- 1 ENROLLMENT DEPOSIT DEADLINE FOR FRESHMEN FALL 2008
- 1 INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA AND NEW ZEALAND
- 1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2009 OR SUMMER 2009 GRADUATION 2
- 1 DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DEADLINE TO SUBMIT 2008-09 STAFFORD LOAN APPLICATIONS TO FINANCIAL AID
- 2 SPRING 2009 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
- 3 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 5 SOAR, PEER ACADEMIC ADVISING TRAINING
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 6 EOP GRADUATE RECOGNITION DAY (EDUCATIONAL OPPORTUNITY PROGRAM)

MAY 2008

- 7 FACULTY SUPPER CLUB (TENTATIVE)
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 8 LAST DAY OF ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERSHIPS (CAREER DEVELOPMENT CENTER)
- 10 WRITING PROFICIENCY EXAMINATION ESSAY READINGS
- 10-14 STUDENT INFORMATION SYSTEM UNAVAILABLE FOR UPDATES DUE TO MAJOR SYSTEM UPGRADE
- 12 SOAR, PEER ACADEMIC ADVISING TRAINING
- 15 UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION AT 4:15 P.M. – 6:15 P.M.
- 15 ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED BY FCPD DIRECTOR
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 16 LAST DAY OF CLASSES, SPRING 2008
- 16 DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2008
- 16 DEADLINE FOR COLLEGE DEANS TO SUBMIT PERIODIC EVALUATIONS ("MINI-REVIEWS") AND PROFESSIONAL DEVELOPMENT PLANS OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
- 16 SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
- 16 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 COLLEGES)
- 17, 19-23 FINAL EXAMINATIONS, SPRING 2008
- 18 FACULTY RETIREMENT DINNER (TENTATIVE DATE – TBD)
- 21 LAST DAY TO PAY FOR SUMMER 2008 REGISTRATION FEES
- 21 SPRING 2007 FACULTY EVALUATION COMPLETED. INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
- 23 DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
- 23 LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2006-07 AWARDS
- 23 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICE
- 26 MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 28, 29, 30 COMMENCEMENT CEREMONIES
- 30 DEADLINE TO SUBMIT GRADES FOR SPRING 2008
- 30 PAYDAY AFTER 4:00 P.M. (MAY)
- 30 LAST DAY OF SPRING 2008 SEMESTER
- 30 DEADLINE TO FILE REQUEST FOR SPRING 2008 EDUCATIONAL LEAVE WITH \$10 MISSED DEADLINE FEE

MAY 2008

- 30 DEADLINE TO FILE REQUEST FOR FALL 2008 EDUCATIONAL LEAVE WITHOUT PENALTY
- 30 2008/2009 EMPLOYEE PARKING PERMITS REQUIRED (FULL YEAR PERMITS BEGIN 6/02/08 AND ENDS 5/31/09)

JUNE 2008

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 ENROLLMENT DEPOSIT DEADLINE FOR TRANSFERS FALL 2008
- 1 LAST DAY TO APPLY FOR FALL 2008 FOR CERTIFICATE AND CREDENTIAL STUDENTS
- 1 RESIDENCY DETERMINATION DATE FOR SUMMER 2008
- 1 FULL YEAR, ACADEMIC YEAR, AND SPRING SEMESTER PARKING PERMITS EXPIRE
- 1 SESSION 1 SUMMER 2008 DEADLINE FOR A FULL REFUND
- 2 DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT FOR ACADEMIC AFFAIRS)
- 2 DEADLINE FOR FINAL DECISION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEAN WHEN DEAN'S DECISION IS POSITIVE.)
- 2 DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)
- 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
- 2-6 SOAR ADVISOR TRAINING
- 6/2 – 7/11 SUMMER SESSION I 2008
- 6/2 – 8/22 SUMMER SESSIONS – 2008
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 7 SAT I AND SAT II
- 7 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 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
- 14 AMERICAN COLLEGE TEST (ACT)
- 14 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 15 TIME ENTRY OPENS
- 16 McNAIR SCHOLARS SUMMER RESEARCH INTERNSHIP PROGRAM BEGINS
- 16 SOAR ACADEMIC ADVISOR TRAINING

JUNE 2008

- 16 DEADLINE FOR FINAL DECISION ON PROMOTION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE.)
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 16 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR 2007-2008 ACADEMIC YEAR MAILED
- 17 SOAR – TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING)
- 18 SOAR – FRESHMEN OVERNIGHT SESSION
- 19 SOAR – FRESHMENT (ALL MAJORS)
- 19 LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS [TENTATIVE]
- 20 SOAR - TRANSFERS (ARTS)
- 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
- 21 SOAR – FRESHMEN (PRESIDENT SCHOLARS AND NATURAL SCIENCES AND MATHEMATICS)
- 22 SESSION II SUMMER 2008 DEADLINE FOR FULL REFUND
- 22 SPRING 2007 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY
- TBA CHEM IIIA TEST
- 23 SOAR – FRESHMENT OVERNIGHT SESSION
- 6/23 – 8/1 SUMMER SESSION II 2008
- 24 SOAR – FRESHMEN (ALL MAJORS)
- 25 SOAR – TRANSFERS (LIBERAL ARTS)
- 25 UPWARD BOUND SUMMER PROGRAM BEGINS
- 26 SOAR – TRANSFERS (BUSINESS)
- 27 SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES)
- 28 SOAR - FRESHMEN TRANSFERS (ALL MAJORS)
- 30 PAYDAY AFTER 4:00 P.M. (JUNE)

JULY 2008

- 1 STUDENT TIME ENTRY CLOSING AT 5:00 P.M.
- 1 LAST DAY TO APPLY FOR FALL 2008 FOR GRADUATE STUDENTS
- 1 DIRECT DEPOSIT POSTING DATE (JUNE PAYROLL)

4	INDEPENDENCE DAY HOLIDAY, WEDNESDAY, (UNIVERSITY IS CLOSED)
5	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
<u>JULY 2008</u>	
6	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, ELECTRONIC FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
7	SPRING 2009 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
7	EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
7	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
8	SOAR – FRESHMEN (ALL MAJORS)
9	SOAR – FRESHMEN (ALL MAJORS)
10	SOAR – TRANSFERS (ENGINEERING)
11	SOAR – FRESHMEN (ALL MAJORS)
11	END OF SUMMER SESSION 1 2008
12	SOAR – FRESHMEN (ALL MAJORS)
12	WRITING PROFICIENCY EXAMINATION (WPE)
12	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
13	SESSION III SUMMER 2008 DEADLINE FOR A FULL REFUND
14	SOAR – FRESHMEN OVERNIGHT SESSION
7/14-8/22	SUMMER SESSION III 2008
15	SOAR – FRESHMEN (ALL MAJORS)
15	TIME ENTRY SYSTEM OPENS
7/15-8/16	WINTER 2009 SCHEDULING PHASE I BEGINS - ENDS
16	SOAR – FRESHMEN OVERNIGHT SESSION
17	SOAR – FRESHMEN (ALL MAJORS)
17	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2008
18	SOAR – FRESHMEN (TENTATIVE)
19	SOAR – FRESHMEN (SUMMER BRIDGE AND ALL MAJORS)
22	SOAR – TRANSFERS (NATURAL SCIENCES/MATHEMATICS & ENGINEERING)
23	SOAR – TRANSFERS (ARTS)
24	SOAR – TRANSFERS (LIBERAL ARTS)
25	CENSUS DATE SUMMER SESSION III 2008
25	SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES)
26	WRITING PROFICIENCY EXAMINATION ESSAY READING
26	SOAR – FRESHMEN (ALL MAJORS)

JULY 2008

- 29 SOAR - TRANSFERS (ENGINEERING)
30 SOAR - TRANSFERS (BUSINESS)
31 McNAIR SCHOLARS SUMMER RESEARCH INTERNSHIP PROGRAM ENDS
31 SOAR – FRESHMEN (ALL MAJORS)
TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

AUGUST 2008

- 1 INITIAL FILING PERIOD BEGINS FOR SPRING 2009 ADMISSION
1 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2008 SEMESTER
1 END OF SUMMER SESSION II 2008
1-31 INITIAL FILING PERIOD BEGINS FOR SPRING 2009 ADMISSION FOR TRANSFER SECOND BACHELOR'S DEGREE STUDENTS
2 SOAR – TRANSFERS (ALL MAJORS)
5 SOAR – FRESHMEN (ALL MAJORS)
6 SOAR – FRESHMEN OVERNIGHT SESSION
7 SOAR – FRESHMEN (ALL MAJORS)
8 SOAR – TRANSFERS (LIBERAL ARTS)
8 EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
8-10 EDUCATIONAL OPPORTUNITY PROGRAM ORIENTATION WEEKEND
9 SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES)
12-14 SOAR FRESHMEN (ALL MAJORS)
15 SOAR – INTERNATIONAL STUDENTS (ALL MAJORS)
15 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS
16 WINTER 2009 SCHEDULING PHASE I ENDS
22 END OF SUMMER SESSION III 2008
31 LAST DAY TO APPLY FOR SPRING 2009 ADMISSION AS AN UNDERGRADUATE TRANSFER OR SECOND BACHELOR'S DEGREE STUDENTS

DECEMBER 2008

- 20 FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2007-08 PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL