

ADMINISTRATIVE CALENDAR

TABLE OF CONTENTS

2009-2010

<u>VARIOUS DEADLINES</u>	<u>PAGE</u>
CLASS SCHEDULE BUILDING ACCESS.....	3
CURRICULUM DEVELOPMENT.....	4
FACULTY WORKLOAD REPORTING PROCESS	4
FACULTY ASSIGNED TIME.....	5
SABBATICAL LEAVE.....	6
DIFFERENCE-IN-PAY LEAVE.....	6
PERIODIC EVALUATION.....	7
REAPPOINTMENT, TENURE, AND PROMOTION.....	8-9
RANGE ELEVATION FOR LECTURERS.....	9
UNIVERSITY BOOKSTORE REQUISITION DEADLINES.....	10
<hr/>	
AWARDS:	
FACULTY AWARDS.....	10
<hr/>	
TESTING TIMETABLE.....	11
<hr/>	
ADMINISTRATIVE CALENDAR	12-34
<hr/>	
CANCELED DUE TO STATE BUDGET:	
FALL 2009	
GRADUATE STUDENT ORIENTATION	
JUNIOR UNIVERSITY ACADEMIC DAY	
SCAC 2009-10 AWARDS/SUMMER STIPENDS	
SPRING: 2010	
KALEIDOSCOPE FESTIVAL	
UNIVERSITY OPEN HOUSE	

2009-10 CALENDAR



Holiday



Staff & Faculty Closure Day



Faculty Closure Day

July 2009

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 2009

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 2009

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 2009

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 2009

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 2009

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 2010

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 2010

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 2010

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 2010

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 2010

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 2010

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*

DATE	EVENT INFORMATION
6/24/09	WINTER 2010 SCHEDULE BUILDING ON-LINE ACCESS BEGINS
7/06/09	SPRING 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS / COLLEGES ENDS
8/03/09	SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS
8/26/09	WINTER 2010 SCHEDULE BUILDING ON-LINE ACCESS ENDS
10/02/09	SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
10/12/09	SCHEDULE OF CLASSES, SPRING 2010, AVAILABLE ONLINE
10/23/09	SUMMER 2010 SCHEDULE BUILDING ACCESS BEGINS
12/04/09	FALL 2010 PHASE I SCHEDULE BUILDING ACCESS BEGINS
1/22/10	FALL 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS / COLLEGES ENDS
2/01/10	FALL 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS
2/19/10	SUMMER 2010 SCHEDULE BUILDING ACCESS ENDS
3/01/10	SCHEDULE OF CLASSES, SUMMER 2010, AVAILABLE ONLINE
3/05/10	FALL 2010 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS / COLLEGES ENDS
3/15/10	SCHEDULE OF CLASSES, FALL 2010, AVAILABLE ONLINE
5/07/10	SPRING 2011 PHASE I SCHEDULE BUILDING ACCESS BEGINS

*ALL DATES ARE SUBJECT TO CHANGE

CURRICULUM DEVELOPMENT DEADLINES

DATE	EVENT INFORMATION
7/10/09	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE PROPOSALS EFFECTIVE: COURSES -- SPRING 2010 DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2010 CHALLENGE PERIOD I: SEPTEMBER 14 – OCTOBER 2, 2009
9/04/09	PROPOSED INACTIVE COURSE REPORT – PHASE II DISTRIBUTED TO ASSOCIATE DEANS/ DEPARTMENT CHAIRS
10/02/09	PROPOSED INACTIVE COURSE REPORT – PHASE III DISTRIBUTED TO ASSOCIATE DEANS/DEPARTMENT CHAIRS
12/04/09	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE PROPOSALS EFFECTIVE: UPPER-DIVISION & GRADUATE COURSES - SUMMER 2010 OR FALL 2010 LOWER-DIVISION COURSES—FALL 2010 DEGREE & OTHER PROGRAM REQUIREMENTS - FALL 2010 CHALLENGE PERIOD II: DECEMBER 11, 2009 - JANUARY 15, 2010
12/04/09	INACTIVE COURSE FORMAL CERTIFICATION
03/12/10	DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
04/02/10	PROPOSED INACTIVE COURSE REPORT – PHASE I DISTRIBUTION TO ASSOCIATE DEANS/ DEPARTMENT CHAIRS

FACULTY WORKLOAD REPORTING PROCESS (FAD) DEADLINES

DATE FALL '09	EVENT INFORMATION	DATE SPRING '10
09/25/09	ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH	02/19/10
10/16/09	FACULTY ASSIGNMENTS BY DEPARTMENT REPORT (FAD) AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION	03/12/10
10/29/09	FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH	03/25/10
11/12/09	FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES	04/06/10

FACULTY ASSIGNED TIME DEADLINES

DATE FALL '09	EVENT INFORMATION	DATE SPRING '10
7/31/09	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS	01/14/10
09/11/09	FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA: <ol style="list-style-type: none"> 1. ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32) 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS 	02/05/10
09/15/09	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION WHICH WERE DISAPPROVED	02/09/10
09/18/09	SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA: <ol style="list-style-type: none"> 1. REVISED ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32) 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS 	02/12/10
09/22/09	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED	02/16/10
09/25/09	AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH	02/19/10
10/02/09	AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION	02/26/10
10/12/09	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: <ol style="list-style-type: none"> 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 PROJECTS 	03/05/10
10/15/09	AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH	03/09/10
12/11/09	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES	05/14/10

SABBATICAL LEAVE DEADLINES

DATE	EVENT INFORMATION
10/01/09	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN SPRING 2009
10/19/09	SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2010-11 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
11/16/09	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2010-11 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
12/14/09	DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
12/21/09	DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2010-11 ACADEMIC YEAR
04/01/10	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS
04/01/10	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN FALL 2009

DIFFERENCE-IN-PAY LEAVE DEADLINES

DATE	EVENT INFORMATION
10/01/09	DEADLINE FOR FACULTY TO SUBMIT DIFFERENCE-IN-PAY ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN SPRING 2009 OR OVER THE 2008-09 ACADEMIC YEAR
02/15/10	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY APPLICATIONS TO THE DEPARTMENTAL LEAVE COMMITTEE FOR 2010-2011 LEAVES
03/08/10	DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS FOR 2010-2011 LEAVES
03/15/10	DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO FACULTY AFFAIRS FOR 2010-2011 LEAVES
04/01/10	DEADLINE FOR FACULTY TO SUBMIT DIP LEAVE REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN FALL 2009
04/01/10	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS FOR 2010-2011

PERIODIC EVALUATION OF PROBATIONARY FACULTY

DATE	EVENT INFORMATION
12/01/09	OPEN PERIOD BEGINS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (MINI REVIEW) OF PROBATIONARY FACULTY (CLOSES 2/05/10)
02/05/10	DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION (MINI REVIEW) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
TBA	DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (MINI REVIEW AND PDP) FROM DEPARTMENT TO COLLEGE
05/17/10	DEADLINE FOR DEANS TO SUBMIT PERIODIC EVALUATIONS (MINI REVIEWS) AND PROFESSIONAL DEVELOPMENT PLANS (PDP) OF PROBATIONARY FACULTY TO FACULTY AFFAIRS

PERIODIC EVALUATION OF TENURED FACULTY, INCLUDING FERP

DATE	EVENT INFORMATION
09/15/09	OPEN PERIOD BEGINS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR EVALUATION OF TENURED FACULTY (ETF), INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY (CLOSES 10/02/09 FOR FALL FERP FACULTY AND 2/05/10 FOR ACADEMIC YEAR FACULTY AND SPRING FERP FACULTY)
10/02/09	DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
12/01/09	OPEN PERIOD BEGINS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR SPRING SEMESTER FERPS (CLOSES 2/05/10)
12/18/09	DEADLINE FOR DEANS TO SUBMIT FALL FERP FACULTY PERIODIC EVALUATIONS TO FACULTY AFFAIRS
02/05/10	DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP AND SPRING FERP FACULTY)
05/17/10	SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY (ETF) TO DEANS
12/19/10	FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2009-10 PERIODIC EVALUATIONS OF TENURED FACULTY (ETF) TO FACULTY AFFAIRS

REAPPOINTMENT, TENURE, AND PROMOTION DEADLINES

DATE	EVENT INFORMATION
8/15/09	FACULTY AFFAIRS ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
9/8 & 9/09	RTP WORKSHOPS RESCHEDULED ON 9/22 & 9/23
9/15/09	DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO FACULTY AFFAIRS FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
9/15/09	DEADLINE FOR FACULTY TO NOTIFY FACULTY AFFAIRS, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION
9/15/09	OPEN PERIOD TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR REAPPOINTMENT, TENURE, AND/OR PROMOTION CANDIDATES (9/15/09-10/02/09)
9/22/09	FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER, 10:30 A.M.–12:00 P.M.
9/23/09	FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE AND PROMOTION (RTP) WORKSHOP IN ANATOL CENTER, 3:00 P.M. – 4:30 P.M.
10/02/09	DEADLINE FOR ALL CANDIDATES FOR REAPPOINTMENT OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
10/16/09	DEADLINE FOR CANDIDATES FOR PROMOTION ONLY TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
11/06/09	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 3 RD PROBATIONARY YEAR
11/24/09	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 4 TH OR 5 TH PROBATIONARY YEAR
11/24/09	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE
12/14/09	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTION ONLY (INCLUDING CHAIR'S REVIEW, IF ANY)
12/14/09	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR REAPPOINTMENT OF FACULTY IN THEIR 3 RD PROBATIONARY YEAR
2/26/10	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR ALL TENURE DECISIONS AND ALL REAPPOINTMENT OF FACULTY IN THEIR 4 TH OR 5 TH PROBATIONARY YEAR DECISIONS
3/12/10	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR PROMOTION ONLY
3/12/10	DEADLINE FOR DEAN'S REVIEW FOR REAPPOINTMENT OF FACULTY IN THEIR 3 RD PROBATIONARY YEAR IF DEAN'S RECOMMENDATION IS NEGATIVE
4/15/10	DEADLINE FOR DEAN'S REVIEW FOR ALL TENURE DECISIONS

REAPPOINTMENT, TENURE, AND PROMOTION DEADLINES (continued)

DATE	EVENT INFORMATION
4/21/10	DEADLINE FOR DEAN'S REVIEW OF REAPPOINTMENT OF FACULTY IN THEIR 4 TH OR 5 TH PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE
5/04/10	DEADLINE FOR DEAN'S REVIEW OF PROMOTION ONLY
6/01/10	DEADLINE FOR FINAL DECISION FROM PROVOST ON REAPPOINTMENT OF FACULTY IN THEIR 3 RD , 4 TH , OR 5 TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE)
6/01/10	DEADLINE FOR FINAL DECISION FROM PROVOST ON ALL TENURE DECISIONS
6/15/10	DEADLINE FOR FINAL DECISION FROM PROVOST ON PROMOTION ONLY DECISIONS

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

DATE	EVENT INFORMATION
12/01/09	EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY FACULTY AFFAIRS TO THE COLLEGE OFFICES FOR DISTRIBUTION
3/01/10	SUGGESTED DEADLINE FOR SUBMISSION OF RANGE ELEVATION MATERIALS BY ELIGIBLE LECTURERS
4/19/10	SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
5/03/10	SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT

UNIVERSITY BOOKSTORE REQUISITION DEADLINES

DATE	EVENT INFORMATION
10/30/09	TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2010
3/25/10	TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2010

FACULTY AWARDS DEADLINES – POLICY STATEMENT 08-14

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

DATE	EVENT INFORMATION
10/15/09	CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION / SELECTION PROCEDURES
11/16/09	NOMINATIONS DUE IN ACADEMIC SENATE
2/08/10	SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES
3/01/10	COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE
4/15/10	*FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE

*SUBJECT TO CHANGE

TESTING TIMETABLE

DATE FALL '09	EVENT INFORMATION	DATE SPRING '10
OCT 24	AMERICAN COLLEGE TEST (ACT)	FEB 6 JUNE 12
JULY 17 AUG 14 SEPT 2 NOV 6	CHEM IIIA TEST	JAN 8 JAN 27 APRIL 23 JUNE - TBA
AUG 29 DEC 5	ENGLISH PLACEMENT TEST (EPT)	JAN 23 MARCH 20 APRIL 10 MAY 1 JUNE 19
AUG 29 DEC 5	ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)	JAN 23 MARCH 20 APRIL 10 MAY 1 JUNE 19
AUG 19 AUG 26	EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)	JAN 13* JAN 20
NOV 7	SAT I AND SAT II	JAN 23 JUNE 5
JULY 11 SEPT 26 NOV 14	WRITING PROFICIENCY EXAMINATION (WPE)	FEB 20 APRIL 17 JULY 10
TBA	WPE MAKE-UP TEST	TBA
JULY 25 OCT 10 DEC 5	WPE ESSAY READINGS	MARCH 6 MAY 8 JULY 24
TBA	WPE PRE-TEST READINGS	TBA

JUNE 2009

- 24 WINTER 2010 ON-LINE SCHEDULING BEGINS
27 *UPWARD BOUND SUMMER PROGRAM BEGINS

JULY 2009

- 1 DIRECT DEPOSIT POSTING (JUNE PAYROLL)
1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1 SOAR FRESHMAN WORKSHOP (ALL MAJORS)
1 GLOBAL LOGISTICS SPECIALIST GRADUATION CEREMONY & RECEPTION (CCPE)
3 INDEPENDENCE DAY HOLIDAY OBSERVANCE, FRIDAY (UNIVERSITY IS CLOSED)
3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
6 *SPRING 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
7 SOAR – FRESHMEN WORKSHOP (ALL MAJORS)
7-8/15 WINTER 2009 PHASE I SCHEDULING ON-LINE CCPE UPDATE
8 SOAR FRESHMEN WORKSHOP (ALL MAJORS)
9 SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)
10 SOAR FRESHMEN OVERNIGHT SESSION (DAY 2)
10 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
10 END OF SUMMER SESSION I 2009
11 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
11 SOAR – FRESHMEN WORKSHOP (ALL MAJORS)
11 WRITING PROFICIENCY EXAMINATION (WPE)
13-8/21 SUMMER SESSION III 2009
14 SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)
15 SOAR FRESHMEN OVERNIGHT SESSION (DAY 2)
15 TIME ENTRY SYSTEM OPENS
15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
16 SOAR FRESHMEN WORKSHOP (ALL MAJORS)
16 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2009
17 CHEM IIIA TEST
18 SOAR FRESHMAN WORKSHOP (SUMMER BRIDGE, CAMP AND ALL MAJORS)

*SUBJECT TO CHANGE

JULY 2009

- 20 SOAR TRANSFER WORKSHOP (CBA AND LIBERAL STUDIES)
- 21 SOAR TRANSFER WORKSHOP (COTA AND LIBERAL STUDIES)
- 22 SOAR TRANSFER WORKSHOP (CLA AND LIBERAL STUDIES)
- 23 SOAR TRANSFER WORKSHOP (CNSM AND LIBERAL STUDIES)
- 24 SOAR TRANSFER WORKSHOP (COE, ALL MAJORS AND LIBERAL STUDIES)
- 24 CENSUS DATE SUMMER SESSION III 2009
- 25 WRITING PROFICIENCY EXAM ESSAY READING
- 27 SOAR TRANSFER WORKSHOP (CHHS AND LIBERAL STUDIES)
- 29 SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)
- 30 SOAR FRESHMEN OVERNIGHT SESSION (DAY 2))
- 30 PAYDAY AFTER 4:00 P.M. (JULY)
- 31 DIRECT DEPOSIT POSTING (JULY PAYROLL)
- 31 SOAR FRESHMEN WORKSHOP (ALL MAJORS)
- 31 MCNAIR 2009 SUMMER RESEARCH INTERNSHIP PROGRAM ENDS
- 31 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS
- 31 END OF SUMMER SESSION II 2009
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

AUGUST 2009

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2009 SEMESTER
- 1-31 INITIAL FILING PERIOD FOR SPRING 2010 UNDERGRADUATE ADMISSION FOR TRANSFERS DEGREE STUDENTS
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 3 *SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS
- 3 SOAR FRESHMEN WORKSHOP (ALL MAJORS)
- 4 SOAR TRANSFER WORKSHOP (CBA AND LIBERAL STUDIES)
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 SOAR TRANSFER WORKSHOP (CHHS AND LIBERAL STUDIES)
- 6 SOAR TRANSFER WORKSHOP (CLA AND LIBERAL STUDIES)
- 6 *UPWARD BOUND SUMMER PROGRAM ENDS
- 6 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2009

*SUBJECT TO CHANGE

AUGUST 2009

- 7 SOAR TRANSFER WORKSHOP (COTA AND LIBERAL STUDIES)
- 7 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE PROGRAM ENDS
- 7-9 EDUCATIONAL OPPORTUNITY PROGRAM WEEKEND ORIENTATION PROGRAM
- 10 SOAR TRANSFER WORKSHOP (ALL MAJORS)
- 11 SOAR TRANSFER WORKSHOP (COE AND LIBERAL STUDIES)
- 12 SOAR TRANSFER WORKSHOP (CNSM AND LIBERAL STUDIES)
- 13 STAFF STATE BUDGET CLOSURE (MOST FACILITIES CLOSED BUT SUMMER CLASSES & CAMPS HELD AS SCHEDULED)
- 13 *CANCELED* - SOAR TRANSFER WORKSHOP (ALL MAJORS)
- 14 SOAR WORKSHOP (FRESHMEN OR TRANSFER)
- 14 DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO CCPE FOR WINTER 2009 CCPE UPDATE
- 14 CHEM IIIA TEST
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY OPENS
- 15 FACULTY AFFAIRS ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
- 19 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
- 19 DEADLINE TO PAY STUDENT FEES PRIOR TO THE FIRST DAY OF INSTRUCTION
- 20 EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
- 21 END OF SUMMER SESSION III 2009
- 21 STAFF STATE BUDGET CLOSURE DAY (MOST FACILITIES CLOSED BUT SUMMER CLASSES & CAMPS HELD AS SCHEDULED)
- 21 AMERICAN LANGUAGE INSTITUTE (ALI) INTENSIVE ENGLISH PROGRAM CERTIFICATE CEREMONY / SUMMER 2009 (REMAINS AS SCHEDULED)
- 22 *CANCELED* - GRADUATE STUDENT ORIENTATION, 8:30AM-2:30PM
- 24 FIRST DAY OF FALL 2009 SEMESTER
- 24-25 NEW FACULTY ORIENTATION (TENURE-TRACK FACULTY) SCHEDULED IN THE ANATOL CENTER
- 24-28 DEPARTMENTAL ADVISING
- 25 DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2009 SCHEDULE OF CLASSES TO CCPE UPDATE
- 25 NEW INTERNATIONAL STUDENT ORIENTATION FALL 2009
- 25-26 SUMMER INSTITUTE FOR TEACHING AND LEARNING (SITL)
- 26 WINTER 2010 SCHEDULING ON-LINE ENDS
- 26 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)

AUGUST 2009

- 27 SUMMER 2009 INSTITUTE FOR ADVISORS
- 27 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2009
- 27-28 REGISTRATION UNAVAILABLE FOR FALL 2009
- 28 CONVOCAION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS
- 28 FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED FOR FALL 2009
- 29 MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS
- 29 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATH EXAMINATION (ELM)
- 30 LAST DAY TO FILE FOR COMPLETE WITHDRAWAL OR CANCELLATION OF CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
- 30 LAST DAY FOR REGISTRATION AND ADJUSTMENTS PRIOR TO FIRST DAY OF INSTRUCTION
- 31 LAST DAY TO APPLY FOR SPRING 2010 ADMISSION AS AN UNDERGRADUATE TRANSFER
- 31 PAYDAY AFTER 4:00 P.M. (AUGUST)
- 31 OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2009 THROUGH CCPE
- 31 REGISTRATION PAYMENTS MUST INCLUDE A \$25 LATE REGISTRATION FEE
- 31 PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)
- 31 LAST DAY TO APPLY FOR A 100% REFUND OF FALL SEMESTER STUDENT PARKING PERMIT FEES
- 31 FIRST DAY OF CLASSES FALL 2009
- 31 STARS/SOAR LIFE GUARD STATIONS @ CBA, BH, HHS2 AND LA5

SEPTEMBER 2009

- 1 STARS/SOAR LIFE GUARD STATIONS @ CBA, BH, HHS2 AND LA5
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)
- 1 WINTER 2010 SCHEDULE THROUGH CCPE SCHEDULING RESUMES
- 2 STARS/SOAR LIFE GUARD STATIONS @ CBA, BH, HHS2 AND LA5
- 2 CHEM IIIA TEST
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 4 PROPOSED INACTIVE COURSE REPORT – PHASE II DISTRIBUTED TO ASSOCIATE DEANS/ DEPARTMENT CHAIRS
- 5 SALARIED TIME CLOSES AT 5:00 P.M.
- 7 LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- 8 STAFF/FACULTY STATE BUDGET CLOSURE DAY (UNIVERSITY IS CLOSED) ADMISSIONS DAY HOLIDAY IS RESCHEDULED/ OFFICIALLY OBSERVED NOV. 27, 2009, WHEN UNIVERSITY IS ALSO CLOSED.

SEPTEMBER 2009

- 11 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 WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS
- 14 DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION
- 14 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 10, 2009 (ENDS OCTOBER 2, 2009)
- 14 DEADLINE TO USE MyCSULB TO ADD A COURSE
- 14 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 2009
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 15 OPEN PERIOD TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR REAPPOINTMENT, TENURE, AND/OR PROMOTION CANDIDATES (9/15/09-10/02/09)
- 15 OPEN PERIOD BEGINS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR EVALUATION OF TENURED FACULTY (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY) (CLOSES 10/02/09 FOR FALL FERP FACULTY AND 2/5/10 FOR ACADEMIC YEAR FACULTY AND SPRING FERP FACULTY)
- 15 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO FACULTY AFFAIRS FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
- 15 DEADLINE FOR FACULTY TO NOTIFY FACULTY AFFAIRS, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION
- 15 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED
- 18 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 WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32) (CONTINUED ON NEXT PAGE)
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS
- 20 RESIDENCE DETERMINATION DATE FOR FALL 2009
- 21 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS, FALL 2009
- 21 DEADLINE FOR CREDIT BY EXAMINATION
- 21-11/19 ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERNSHIPS SPONSORED BY CAREER DEVELOPMENT CENTER
- 22 GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES AND EDUCATIONAL OPPORTUNITY PROGRAM)
- 22 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED

SEPTEMBER 2009

- 22 FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 10:30 A.M.-12:00 P.M.
- 23 FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 3:00 P.M.-4:30 P.M.
- 25 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
- 26 WRITING PROFICIENCY EXAMINATION (WPE)
- 26 CARPENTER CENTER (CPAC) 15TH YEAR ANNIVERSARY CELEBRATION
- 27 LAST DAY TO APPLY FOR A 75% REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE
- 28 FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 75%
- 28 LAST DAY FOR OPEN UNIVERSITY ENROLLMENT FALL 2009 THROUGH CCPE
- 28 CENSUS DATE FALL 2009
- 29 2009 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 30 PAYDAY AFTER 4:00 P.M. (SEPTEMBER)
- TBA WRITING PROFICIENCY READING PRE-TEST READINGS
- TBA FACULTY AFFAIRS CONDUCTS A TENURE-TRACK RECRUITMENT WORKSHOP IN THE ANATOL CENTER 2:00 P.M.-3:30 P.M.

OCTOBER 2009

- 1-11/30 INITIAL FILING PERIOD FOR FALL 2010 UNDERGRADUATE ADMISSION
- 1 RESIDENCE RECLASSIFICATION FILING PROCESS BEGINS FOR NEXT SPRING AND CONTINUES THROUGH FEBRUARY 2. LATE FEE APPLIES AFTER NOVEMBER 1.
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)
- 1 DIRECT EXCHANGE APPLICATION FOR SPRING DUE IN CENTER FOR INTERNATIONAL EDUCATION
- 1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE SPRING 2010
- 1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN SPRING 2009
- 1 DEADLINE FOR FACULTY TO SUBMIT DIFFERENCE-IN-PAY ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN SPRING 2009 OR OVER THE 2008-09 ACADEMIC YEAR
- 2 CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION
- 2 *SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/ COLLEGES ENDS
- 2 PROPOSED INACTIVE COURSE REPORT – PHASE III DISTRIBUTED TO ASSOCIATE DEANS / DEPARTMENT CHAIRS
- 2 DEADLINE FOR ALL CANDIDATES FOR REAPPOINTMENT OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

*SUBJECT TO CHANGE

OCTOBER 2009

- 2 DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
- 2 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION
- 2 FALL FACULTY EVALUATION PRE-PRINTED CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 SCAC WORK ACCOMPLISHED REPORTS FOR 2008-2009 ASSIGNED TIME, 2007-2008 MINI-GRANTS AND 2009 SUMMER STIPENDS DUE IN THE OFFICE OF UNIVERSITY RESEARCH
- 7 CAMPUS-WIDE EMERGENCY EVACUATION AND NOTIFICATION SYSTEM DRILL 1:30 P.M.
- 8 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 8 *FACULTY SUPPER CLUB
- 8 FALL JOB FAIR, 12-4 PM, SPONSORED BY CAREER DEVELOPMENT CENTER
- 9 STAFF/FACULTY STATE BUDGET CLOSURE DAY (UNIVERSITY IS CLOSED)
- 10 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 12 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED FOR FEDERAL PERKINS SMART & ACG AWARDS FOR FALL 2009
- 12 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 PROJECTS
- 12 SCHEDULE OF CLASSES, SPRING 2010, AVAILABLE ONLINE
- 12 COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON MONDAY, DECEMBER 28, 2009 WHEN THE UNIVERSITY WILL BE CLOSED)
- 15 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH
- 15 DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2010 OR SUMMER 2010 GRADUATION
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 15 STUDY ABROAD FAIR, 10:00 A.M. – 3:00 P.M., FRIENDSHIP WALK
- 15 CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION / SELECTION PROCEDURES FOR FACULTY AWARDS INCLUDING: OUTSTANDING PROFESSOR AWARD, NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD, DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, DISTINGUISHED FACULTY TEACHING AWARD AND EARLY ACADEMIC CAREER EXCELLENCE AWARD

*SUBJECT TO CHANGE

OCTOBER 2009

- 16 DEADLINE FOR CANDIDATES FOR PROMOTION ONLY TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
- 16 ANNUAL CSU SOUTH NEW CHAIRS WORKSHOP IN THE POINTE
- 16 FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 17 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR FALL FACULTY EVALUATIONS TO INSTITUTIONAL RESEARCH
- 19 SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2010-11 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
- 20 DEADLINE TO APPLY FOR NEXT SPRING LONDON SEMESTER
- 23 *SUMMER 2010 SCHEDULE BUILDING ACCESS BEGINS
- 24 FALL FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 24 AMERICAN COLLEGE TEST (ACT)
- 25 LAST DAY TO APPLY FOR A 50% REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE
- 26 FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 50%
- 26 WINTER SESSION 2010 REGISTRATION BEGINS
- 27 CALIFORNIA GOVERNOR'S WOMEN'S CONFERENCE
- 29 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 29 FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORTS AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
- 30 PAYDAY AFTER 4:00 P.M. (OCTOBER)
- 30 TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2010
- TBA FALL INTERNSHIP WEEK, SPONSORED BY CAREER DEVELOPMENT CENTER
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

NOVEMBER 2009

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 DIVISION VICE PRESIDENTS RECEIVE MINOR CAPITAL OUTLAY REQUEST FROM THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS
- 2 DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)
- 2 STAFF/FACULTY STATE BUDGET CLOSURE DAY (UNIVERSITY IS CLOSED)
- 2 *SPRING 2010 REGISTRATION AND ADJUSTMENTS BEGIN ON LINE
- 2 *FEE PAYMENT FOR SPRING 2010 REGISTRATION BEGINS ON LINE

*SUBJECT TO CHANGE

NOVEMBER 2009

- 2 LATE ON-LINE FILING FOR RESIDENCE RECLASSIFICATION FOR NEXT SPRING. \$10 LATE FEE
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 4 *FACULTY SUPPER CLUB
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
- 6 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
- 6 CHEM IIIA TEST
- 7 SAT I AND SAT II
- 9 (& 12) FACULTY AFFAIRS CONDUCTS MINI EVALUATIONS AND PROFESSIONAL DEVELOPMENT PLAN (PDP) WORKSHOPS IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (NOON – 1:00PM)
- 11 VETERANS DAY OBSERVED, WEDNESDAY (UNIVERSITY IS CLOSED)
- 12 FACULTY AFFAIRS CONDUCTS MINI EVALUATIONS AND PROFESSIONAL DEVELOPMENT PLAN (PDP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (NOON – 1:00PM)
- 12 FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
- 13 FALL FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO DEPARTMENTS
- 14 WRITING PROFICIENCY EXAMINATION (WPE)
- 15 TIME ENTRY SYSTEM OPENS
- 16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 16 NOMINATIONS FOR ALL FACULTY AWARDS DUE IN ACADEMIC SENATE (INCLUDING OUTSTANDING PROFESSOR AWARD, NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD, DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, DISTINGUISHED FACULTY TEACHING AWARD, AND EARLY ACADEMIC CAREER EXCELLENCE AWARD)
- 16 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2010-11 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
- 16-20 INTERNATIONAL EDUCATION WEEK (SPONSORED BY CENTER FOR INTERNATIONAL EDUCATION)
- 17 & 18 FALL LECTURER EVALUATION WORKSHOP 4-5:30PM ANATOL CENTER
- 19 LAST DAY OF FALL ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERNSHIPS (CAREER DEVELOPMENT CENTER)
- 20 DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN'S SIGNATURE, FALL 2009
- 22 LAST DAY TO APPLY FOR A 25% REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE
- 23 FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 25%
- 23 NO REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEES

*SUBJECT TO CHANGE

NOVEMBER 2009

- 24 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE AND FOR REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
- 25 FALL BREAK AND STAFF STATE BUDGET CLOSURE DAY (NO CLASSES. CAMPUS IS CLOSED)
- 26 THANKSGIVING DAY, (THURSDAY) UNIVERSITY IS CLOSED
- 27 UNIVERSITY IS CLOSED. (ADMISSION DAY RESCHEDULED AND OFFICIALLY OBSERVED)
- 30 REMINDER FOR PART-TIME FACULTY, TA'S AND GA'S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
- 30 LAST DAY OF INITIAL FILING PERIOD FOR FALL 2010 ADMISSION FOR UNDERGRADUATES

DECEMBER 2009

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 PAYDAY AFTER 4:00 P.M. (NOVEMBER)
- 1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR FALL 2010 OR WINTER 2011 GRADUATION
- 1 DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2010
- 1 DEADLINE TO APPLY FOR ADMISSION TO SPRING 2010 FOR RETURNING STUDENTS, RETURNING DISQUALIFIED STUDENTS, CERTIFICATE, AND GRADUATE STUDENTS
- 1 OPEN PERIOD BEGINS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS (ETF) FOR SPRING SEMESTER FERPS (CLOSES 2/05/10)
- 1 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (MINI REVIEW) OF PROBATIONARY FACULTY (CLOSES 2/05/10)
- 1 EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY FACULTY PERSONNEL TO THE COLLEGE OFFICE FOR DISTRIBUTION
- 2 DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 3 *FACULTY SUPPER CLUB
- 4 *FALL 2010 PHASE 1 SCHEDULE BUILDING ACCESS BEGINS
- 4 DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
- 4 INACTIVE COURSE FORMAL CERTIFICATION
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATH TEST (ELM)
- 5 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 11 COLLEGES/DEPARTMENTS RECEIVE SPRING ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)
- 11 LAST DAY OF INSTRUCTION, FALL 2009

*SUBJECT TO CHANGE

FEBRUARY 2010

- 3 HOURLY TIME ENTRY CLOSSES AT 5:00 P.M.
- 5 SALARIED TIME ENTRY CLOSSES AT 5:00P.M.
- 5 *STUDENT RESEARCH COMPETITION SUBMISSIONS DUE
- 5 DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP AND SPRING FERP FACULTY)
- 5 DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION (MINI REVIEW) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
- 5 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 WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS
- 6 AMERICAN COLLEGE TEST (ACT)
- 7 LAST DAY TO USE MyCSULB TO ADD A COURSE, SPRING 2010
- 7 DEADLINE TO DROP OR WITHDRAW WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR DROP WITHOUT "W" GRADE, SPRING 2010
- 7 DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION
- 8 SUPPORTING MATERIALS FROM NOMINEES FOR DISTINGUISHED FACULTY AWARDS DUE TO COLLEGE OFFICES (EXCLUDING OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD APPLICATIONS, WHICH ARE SUBMITTED TO THE ACADEMIC SENATE OFFICE)
- 9 ACADEMIC AFFAIRS (AA) NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED
- 11 CAMPUS-WIDE EMERGENCY EVACUATION AND NOTIFICATION SYSTEM DRILL 1:30 P.M.
- 12 LINCOLN'S BIRTHDAY, FRIDAY, UNIVERSITY IS OPEN. (OBSERVED DECEMBER 29, 2009)
- 12 LAST DAY TO ADD A COURSE, SPRING 2010; DEADLINE TO REQUEST CREDIT/NO CREDIT OR AUDIT GRADE OPTIONS
- 12 DEADLINE FOR CREDIT BY EXAMINATION, SPRING 2010
- 12 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 WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31, & 32)
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS
- 15 PRESIDENT'S DAY, MONDAY (UNIVERSITY IS OPEN, OBSERVED DECEMBER 30, 2009)
- 15 TIME ENTRY SYSTEM OPENS

*SUBJECT TO CHANGE

FEBRUARY 2010

- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY APPLICATIONS TO THE DEPARTMENTAL LEAVE COMMITTEE FOR 2010-2011 LEAVES
- 16 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
- 18 DEPARTMENTS RETURN MINOR CAPITAL OUTLAY REQUEST TO THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS
- 18 ENGINEERING, SCIENCE, AND TECHNOLOGY JOB FAIR 12:00-4:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
- 19 CENSUS DATE, SPRING 2010
- 19 *SUMMER 2010 SCHEDULE BUILDING ACCESS ENDS
- 19 ACADEMIC AFFAIRS FORWARDS SPRING ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH
- 19 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES, SPRING 2010
- 20 LAST DAY TO ADD A COOPERATIVE EDUCATION COURSE FOR SPRING
- 20 LAST DAY FOR OPEN UNIVERSITY ENROLLMENT SPRING 2010 THROUGH CCPE
- 20 WRITING PROFICIENCY EXAMINATION (WPE)
- 21 LAST DAY TO APPLY FOR A 75% REFUND OF SPRING 2010 SEMESTER PARKING PERMIT FEE
- 22 SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 75%
- 26 STUDENT RESEARCH COMPETITION
- 26 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT AND FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION
- 26 SPRING FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS
- 26 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR ALL TENURE DECISIONS AND ALL REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR DECISIONS

MARCH 2010

- 1 PAYDAY AFTER 4:00 P.M. (FEBRUARY)
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
- 1 DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2010 OR WINTER 2011 GRADUATION
- 1 SCHEDULE OF CLASSES, SUMMER 2010, AVAILABLE ONLINE
- 1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL 2010 EARLY REGISTRATION
- 1 SUGGESTED DEADLINE FOR SUBMISSION OF RANGE ELEVATION MATERIALS BY ELIGIBLE LECTURERS

*SUBJECT TO CHANGE

MARCH 2010

- 1 COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS FOR DISTINGUISHED FACULTY AWARDS DUE IN ACADEMIC SENATE OFFICE (EXCLUDES OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD)
- 2 FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2009-10
- 2 DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 3 *FACULTY SUPPER CLUB
- 5 *FALL 2010 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO AA. IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. REVISED ASSIGNED TIME SUMMARY SHEET
 2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET)
FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS
- 6 WRITING PROFICIENCY EXAMINATION ESSAY READING
- 8 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED FOR FEDERAL PERKINS, SMART & ACG AWARDS FOR SPRING 2010
- 8 DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS FOR 2010-2011 LEAVES
- 9 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH
- 10 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR SPRING FACULTY EVALUATION TO INSTITUTION RESEARCH
- 11 SPRING JOB FAIR SPONSORED BY THE CAREER DEVELOPMENT CENTER, 12:00– 4:00 P.M.
- 12 SPRING FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
- 12 DEADLINE FOR DEANS' REVIEW FOR REAPPOINTMENT OF FACULTY IN THEIR 3rd PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE
- 12 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR PROMOTION ONLY
- 12 DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
- 12 *WOMEN AND CAREERS CONFERENCE
- 15 TIME ENTRY SYSTEM OPENS
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 SCHEDULE OF CLASSES, FALL 2010, AVAILABLE ON-LINE
- 15 *SUMMER 2010 REGISTRATION BEGINS
- 15 SPRING 2010 ENROLLMENT REPORTING SYSTEM FILES (ENROLLMENT AND APPLICATIONS) DUE TO THE OFFICE OF THE CHANCELLOR

*SUBJECT TO CHANGE

MARCH 2010

- 15 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS FOR DIFFERENCE-IN-PAY LEAVES TO FACULTY AFFAIRS FOR 2010-2011 LEAVES
- 17 SPRING STUDY ABROAD EXPO, 10:00 A.M. – 3:00 P.M., MAXSON PLAZA
- 17 SPRING 2009 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
- 19 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS, DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
- 20 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATH EXAMINATION (ELM)
- 21 LAST DAY TO APPLY FOR A 50% REFUND OF SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE
- 22 SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 50%
- 25 COLLEGES RETURN CORRECTED SPRING FACULTY ASSIGNMENTS BY DEPARTMENT (FAD) REPORT AND FACULTY APPOINTMENT CORRECTIONS TO INSTITUTIONAL RESEARCH
- 25 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2010
- 26 STAFF/FACULTY STATE BUDGET CLOSURE DAY (CAMPUS IS CLOSED)
- 28 ALTERNATIVE SPRING BREAK TRIP BEGINS (STUDENT LIFE AND DEVELOPMENT)
- 29-4/2 SPRING RECESS (NO CLASSES)
- 29 STAFF STATE BUDGET CLOSURE DAY & 1ST DAY OF SPRING RECESS. (NO CLASSES. CAMPUS IS CLOSED)
- 30 PAYDAY AFTER 4:00 P.M. (MARCH) NO CLASSES, BUT MOST SUPPORT SERVICES ARE OPEN
- 31 CESAR CHAVEZ HOLIDAY, WEDNESDAY (UNIVERSITY CLOSED)
- TBA INTERNSHIP ESSAY CONTEST, SPONSORED BY THE CAREER DEVELOPMENT CENTER
- TBA NON-PROFIT, INTERNSHIP AND VOLUNTEER FAIR SPONSORED BY CAREER DEVELOPMENT CENTER, 11:00 A.M. – 3:00 P.M., (PRESIDENT'S FORUM INCLUDES VOLUNTEER SHOWCASE)
- TBA FACULTY AFFAIRS CONDUCTS RETIREMENT AND FERP WORKSHOP
- TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

APRIL 2010

- 1 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES AND DIFFERENCE-IN-PAY LEAVES FOR 2010-2011
- 1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN DURING THE FALL 2009 SEMESTER
- 1 DEADLINE FOR DIRECT EXCHANGE APPLICATION FOR FALL
- 1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER / FALL 2010, WITHOUT LATE FEE
- 2 LATE FILING FOR RESIDENCY RECLASSIFICATION FOR FALL \$10 MISSED DEADLINE FEE APPLIES
- 2 PROPOSED INACTIVE COURSE REPORT – PHASE I DISTRIBUTED TO ASSOCIATE DEANS/ DEPARTMENT CHAIRS

APRIL 2010

- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 3 ALTERNATIVE SPRING BREAK TRIP ENDS (STUDENT LIFE AND DEVELOPMENT)
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 OPEN UNIVERSITY ENROLLMENT BEGINS FOR SUMMER 2010 THROUGH CCPE
- 5 *REGISTRATION AND ADJUSTMENTS FOR FALL 2010 BEGINS
- 6 *REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION
- 6 SPRING FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
- 8 *FACULTY SUPPER CLUB
- 9 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
- 10 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATH EXAMINATION (ELM)
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 TIME ENTRY SYSTEM OPENS
- 15 DEADLINE FOR DEAN'S REVIEW FOR ALL TENURE DECISIONS
- 15 *FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE
- 16 SPRING INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS
- 17 WRITING PROFICIENCY EXAMINATION (WPE)
- 18 LAST DAY TO APPLY FOR A 25% REFUND OF SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE
- 19 SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 25%
- 19 NO REFUND OF SPRING 2010 STUDENT PARKING PERMIT FEES
- 19 SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
- 21 STAFF/FACULTY STATE BUDGET CLOSURE DAY (CAMPUS IS CLOSED)
- 22 DEADLINE FOR DEAN'S REVIEW OF REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE
- 23 CHEM IIIA TEST
- 23 DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2010
- 24 *ALUMNI AWARDS BANQUET
- 28 SOAR PEER ACADEMIC ADVISING TRAINING
- 30 PAYDAY AFTER 4:00 P.M. (APRIL)
- 30 REMINDER FOR PART-TIME FACULTY, TEACHING ASSISTANTS, AND GRADUATE ASSISTANTS WHO ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE

*SUBJECT TO CHANGE

MAY 2010

- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 1 ENROLLMENT DEPOSIT DEADLINE FOR FRESHMEN FALL 2010
- 1 INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA, NEW ZEALAND AND SOUTH AFRICA
- 1 DEADLINE TO APPLY FOR FALL LONDON SEMESTER
- 1 DEADLINE TO SUBMIT 2009-10 DIRECT STAFFORD LOAN APPLICATIONS TO FINANCIAL AID
- 1 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 3 DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 3 FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2011 OR SUMMER 2011 GRADUATION
- 3 SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT
- 4 DEADLINE FOR DEAN'S REVIEW OF PROMOTION ONLY
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 *FACULTY SUPPER CLUB
- 5 INTERNATIONAL STUDENT GRADUATION RECEPTION
- 6 STAFF/FACULTY STATE BUDGET CLOSURE DAY (CAMPUS IS CLOSED)
- 7 *SPRING 2011 PHASE I SCHEDULE BUILDING ACCESS BEGINS
- 7 *EOP GRADUATE RECOGNITION DAY (EDUCATIONAL OPPORTUNITY PROGRAM)
- 8 WRITING PROFICIENCY EXAMINATION ESSAY READINGS
- 10-14 *STUDENT INFORMATION SYSTEM UNAVAILABLE FOR UPDATES DUE TO MAJOR SYSTEM UPGRADE
- 14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 14 LAST DAY OF CLASSES, SPRING 2010
- 14 DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2010
- 14 AMERICAN LANGUAGE INSTITUTE (ALI) INTENSIVE ENGLISH PROGRAM CERTIFICATE CEREMONY SPRING 2010
- 14 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES
- 15 TIME ENTRY SYSTEM OPENS
- 17-22 FINAL EXAMINATIONS, SPRING 2010
- 17 DEADLINE FOR DEANS TO SUBMIT PERIODIC EVALUATIONS (MINI-REVIEWS) AND PROFESSIONAL DEVELOPMENT PLANS (PDP) OF PROBATIONARY FACULTY TO FACULTY AFFAIRS
- 17 SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY (ETF) TO DEANS

*SUBJECT TO CHANGE

MAY 2010

- 18 *FACULTY RETIREMENT LUNCHEON
- 18 SPRING FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
- 19 *LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2009-10 AWARDS
- 20 LAST DAY TO PAY FOR SUMMER 2010 REGISTRATION FEES
- 22 DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
- 22 FILM & ELECTRONIC ARTS (FEA) CAREER DAY
- 26-28 COMMENCEMENT CEREMONIES
- 27 DEADLINE TO SUBMIT GRADES FOR SPRING 2010
- 28 LAST DAY OF SPRING 2010 SEMESTER
- 28 DEADLINE TO FILE REQUEST FOR SPRING 2010 EDUCATIONAL LEAVE WITH \$10 MISSED DEADLINE PENALTY FEE OR FOR FALL 2010 EDUCATIONAL LEAVE WITHOUT PENALTY
- 28 PAYDAY AFTER 4:00 P.M. (MAY)
- 30 2009/2010 EMPLOYEE PARKING PERMITS REQUIRED (FULL YEAR PERMITS BEGIN 5/30/09 AND END 5/31/10 (FULL YEAR EMPLOYEE PERMITS VALID FROM 5/31/08 -5/30/2011 VIA PAYROLL DEDUCTION)
- 31 SESSION 1 SUMMER 2010 DEADLINE FOR A FULL REFUND
- 31 MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
- TBA SOAR, PEER ACADEMIC ADVISING TRAINING SESSIONS
- TBA UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION
- TBA WRITING PROFICIENCY EXAM (MAKE-UP TEST)
- TBA SOUTH ASIA DAY
- TBA ANNUAL INTERNATIONAL DINNER AND CULTURE SHOW (APRIL OR MAY)
- TBA DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF PERIODIC EVALUATION OF PROBATIONARY FACULTY (MINI REVIEW AND PDP) FROM DEPARTMENT TO COLLEGE

JUNE 2010

- 1-8/20 SUMMER SESSIONS - 2010
- 1-7/9 SUMMER SESSION I
- 1 ENROLLMENT DEPOSIT DEADLINE FOR TRANSFERS FALL 2010
- 1 LAST DAY TO APPLY FOR FALL 2010 FOR CERTIFICATE AND CREDENTIAL STUDENTS
- 1 RESIDENCY DETERMINATION DATE FOR SUMMER 2010
- 1 DEADLINE FOR FINAL DECISION FROM PROVOST ON REAPPOINTMENT OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE)

*SUBJECT TO CHANGE

JUNE 2010

- 1 DEADLINE FOR FINAL DECISION FROM PROVOST ON ALL TENURE DECISIONS
- 1 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 FACULTY AFFAIRS, BUDGET, AND PAYROLL DEPARTMENTS
- 1 DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)
- 1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
- 3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
- 4 STAFF STATE BUDGET CLOSURE DAY ((MOST FACILITIES CLOSED BUT SUMMER CLASSES HELD AS SCHEDULED)
- 5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
- 5 SPRING FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES AND DEPARTMENTS
- 5 SAT I AND SAT II
- 12 AMERICAN COLLEGE TEST (ACT)
- 14 MCNAIR 2010 SUMMER RESEARCH INTERNSHIP PROGRAM BEGINS
- 15 TIME ENTRY OPENS
- 15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
- 15 DEADLINE FOR FINAL DECISION FROM PROVOST ON PROMOTION ONLY DECISIONS
- 18 STAFF STATE BUDGET CLOSURE DAY ((MOST FACILITIES CLOSED BUT SUMMER CLASSES HELD AS SCHEDULED)
- 19 *LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS
- 19 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
- 20 SESSION II SUMMER 2010 DEADLINE FOR FULL REFUND
- 21 FINANCIAL AID DISQUALIFICATION LETTERS FOR 2009-10 ACADEMIC YEAR
- 21-7/30 SUMMER SESSION II – 2010
- 22 *ERS-APPLICANT FILES FOR SUMMER 2009, FALL 2009, AND SPRING 2010 DUE TO OFFICE OF THE CHANCELLOR
- 22 *ERS STUDENT FILES FOR SUMMER 2009, COMPLETE FALL 2009, AND SPRING 2010 DUE TO THE OFFICE OF THE CHANCELLOR
- 22 *ACADEMIC PLANNING DATA BASE FILES FOR SUMMER 2009, FALL 2009, AND SPRING 2010 DUE TO THE OFFICE OF THE CHANCELLOR
- 23 WINTER 2011 SCHEDULE BUILDING ON-LINE ACCESS BEGINS
- 27 *UPWARD BOUND SUMMER PROGRAM BEGINS
- 29 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
- 30 PAYDAY AFTER 4:00 P.M. (JUNE)

*SUBJECT TO CHANGE

JUNE 2010

TBA	CHEM IIIA TEST
TBA	DEAN'S RETREAT
TBA	SOAR ADVISOR TRAINING
TBA	SOAR FRESHMEN AND TRANSFERS (ALL MAJORS AND PRESIDENT SCHOLARS)
TBA	SOAR – FRESHMEN OVERNIGHT SESSIONS

JULY 2010

1	LAST DAY TO APPLY FOR FALL 2010 FOR GRADUATE STUDENTS
1	DIRECT DEPOSIT POSTING DATE (JUNE PAYROLL)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
3	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5	INDEPENDENCE DAY HOLIDAY OBSERVED, (UNIVERSITY IS CLOSED)
6	SPRING 2011 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
7-8/14	WINTER 2011 PHASE I SCHEDULING –ON-LINE
9	END OF SUMMER SESSION I 2010
9	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, ELECTRONIC FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
10	WRITING PROFICIENCY EXAMINATION (WPE)
11	SESSION III SUMMER 2010 DEADLINE FOR A FULL REFUND
12-8/20	SUMMER SESSION III 2010
15	TIME ENTRY SYSTEM OPENS
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2010
23	CENSUS DATE SUMMER SESSION III 2010
24	WRITING PROFICIENCY EXAMINATION ESSAY READING
30	MCNAIR 2010 SUMMER RESEARCH INTERNSHIP PROGRAM ENDS
30	END OF SUMMER SESSION II 2010
TBA	WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
TBA	SOAR – FRESHMEN & OVERNIGHT SESSION AND TRANSFERS (ALL MAJORS AND SUMMER BRIDGE)

AUGUST 2010

- 1 INITIAL FILING PERIOD BEGINS FOR SPRING 2011 UNDERGRADUATE ADMISSION
- 1-31 INITIAL FILING PERIOD BEGINS FOR SPRING 2011 ADMISSION FOR TRANSFER
- 2 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2010 SEMESTER
- 5 *UPWARD BOUND SUMMER PROGRAM ENDS
- 8 EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
- 15 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS
- 17-28 WINTER 2011 PHASE II SCHEDULING ON-LINE
- 20 END OF SUMMER SESSION III 2010
- 28 WINTER 2011 SCHEDULE BUILDING ON-LINE ACCESS ENDS
- 28 MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS
- 30 LAST DAY TO APPLY FOR 100% REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE
- 31 LAST DAY TO APPLY FOR SPRING 2011 ADMISSION AS AN UNDERGRADUATE TRANSFER
- TBA SOAR – FRESHMEN (ALL MAJORS), FRESHMEN OVERNIGHT SESSION AND TRANSFERS (ALL MAJORS)

SEPTEMBER 2010

- 26 LAST DAY TO APPLY FOR A 75% REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE
- 27 FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 75%

OCTOBER 2010

- 24 LAST DAY TO APPLY FOR A 50% REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE
- 25 FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 50%

NOVEMBER 2010

- 21 LAST DAY TO APPLY FOR A 25% REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE
- 22 FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 25%
- 22 NO REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEES

DECEMBER 2010

- 19 FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2009-10 PERIODIC EVALUATIONS OF TENURED FACULTY (ETF) TO FACULTY AFFAIRS

*SUBJECT TO CHANGE