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*ALL DATES ARE SUBJECT TO CHANGE*
CURRICULUM DEVELOPMENT
DEADLINES

07/09/04  DEADLINE FOR:
ALL TYPES OF CURRICULUM PROPOSALS

PROPOSALS EFFECTIVE:
UPPER-DIVISION AND GRADUATE COURSES -- SPRING 2005
LOWER-DIVISION COURSES -- FALL 2005
DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2005

CHALLENGE PERIOD I:
SEPTEMBER 17 - OCTOBER 8, 2004

09/03/04  INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS

09/24/04  INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE

10/08/04  PROPOSED INACTIVE COURSES

10/29/04  INACTIVE COURSE CERTIFICATION

12/03/04  DEADLINE FOR UPPER DIVISION, GRADUATE CURRICULUM, AND PROGRAM REQUIREMENTS PROPOSALS

PROPOSALS EFFECTIVE:
UPPER-DIVISION & GRADUATE:
COURSES:  SUMMER 2005 OR FALL 2005
DEGREE & OTHER PROGRAM REQUIREMENTS - FALL 2005

CHALLENGE PERIOD II:
DECEMBER 10, 2004 - JANUARY 14, 2005

03/04/05  NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
FACULTY ASSIGNED TIME DEADLINES

FALL 2004

08/02/04 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS

08/30/04 FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA:
1. ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

09/03/04 AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION, WHICH WERE DISAPPROVED

09/20/04 SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

09/24/04 AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED

09/29/04 AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH

10/04/04 AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION

10/08/04 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO AA IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO AA:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

10/12/04 AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH

12/23/04 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES

SPRING 2005

01/03/05

01/24/05

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<td>Verified Fall 2004 faculty assignments by department report and faculty appointment report returned from colleges to institutional research</td>
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<td>AA forwards Spring 2005 assigned time lists to institutional research</td>
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<tr>
<td>03/11/05</td>
<td>Preliminary Spring 2005 faculty assignments by department report and faculty appointment report distributed to colleges for correction</td>
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<td>03/24/05</td>
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<td>04/01/05</td>
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<td>Verified Spring 2005 faculty assignments by department report and faculty appointment report returned by colleges to institutional research</td>
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<td>Final Spring 2005 faculty assignments by department report distributed to colleges</td>
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**SABBATICAL LEAVE DEADLINES**

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RETENTION, TENURE, AND PROMOTION DEADLINES

08/02/04 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP

09/08/04 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 2:00 P.M. - 3:30 P.M.

09/09/04 ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 10:30 A.M. – 12:00 P.M.

09/15/04 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY

09/15/04 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE ON RETENTION AND TENURE CANDIDATES (9/15/04– 10/04/04)

09/15/04 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT ON PROMOTION CANDIDATES (9/15/04 – 10/18/04)

10/04/04 DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

10/18/04 DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

11/08/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR

11/29/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

11/29/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR TENURE

12/13/04 DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR

12/15/04 DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW OF PROMOTIONS (INCLUDING CHAIR’S REVIEW, IF ANY)

01/28/05 DEADLINE FOR DEAN’S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS

02/15/05 DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR (VICE PRESIDENT ACADEMIC AFFAIRS, DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)

02/28/05 DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

03/15/05 DEADLINE FOR DEAN’S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS

03/15/05 DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW (PROMOTIONS)

04/15/05 DEADLINE FOR DEAN’S REVIEW (TENURE)

04/15/05 DEADLINE FOR DEAN’S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS
RETENTION, TENURE, AND PROMOTION DEADLINES (CONTINUED)

04/29/05  DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS

06/01/05  DEADLINE FOR FINAL DECISION ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (VICE PRESIDENT FOR ACADEMIC AFFAIRS; DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)

06/01/05  DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT ACADEMIC AFFAIRS)

06/15/05  DEADLINE FOR FINAL DECISION ON PROMOTION (VICE PRESIDENT FOR ACADEMIC AFFAIRS, DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)

RANGE ELEVATION FOR LECTURERS
(POLICY STATEMENT 00-11)

FOLLOWING THE GUIDELINES IN ESTABLISHING PROCEDURES FOR DEPARTMENTS, EACH DEPARTMENT SHALL FORWARD ITS INITIAL PROCEDURES ON RANGE ELEVATION TO THE ACADEMIC SENATE WITHIN TEN DAYS OF APPROVING THE PROCEDURES

10/01/04  THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION

11/01/04  ANY SUBSEQUENT CHANGES TO APPROVED RANGE ELEVATION PROCEDURES MUST BE FORWARDED TO THE ACADEMIC SENATE BY THE DATE OF THE ACADEMIC YEAR THE PROCEDURES TAKE EFFECT

11/01/04  EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICES FOR DISTRIBUTION
SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE
DEADLINE FOR
SUMMER STIPEND, MINI-GRANT, AND AY ASSIGNED TIME AWARDS

10/18/04  ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRA NT APPLICATIONS
DUE IN DEPARTMENT OFFICE. IF SPRING 2004 MINI-GRA NT OR 2004 SUMMER
STIPEND WAS RECEIVED, A COPY OF THE ACTIVITY REPORT MUST BE
ATTACHED TO THE 2005-06 APPLICATION

10/25/04  ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRA NT APPLICATIONS DUE
IN COLLEGE DEAN’S OFFICE

11/03/04  2003-04 MINI GRANT ACTIVITY REPORTS,
2004 SUMMER STIPEND ACTIVITY REPORTS, AND
2003-04 ASSIGNED TIME ACTIVITY REPORTS
DUE IN THE OFFICE OF UNIVERSITY RESEARCH

11/08/04  ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRA NT APPLICATIONS DUE
IN OFFICE OF UNIVERSITY RESEARCH

12/20/04  ALL SPRING 2005 MINI-GRA NT AND 2005 SUMMER STIPEND AWARDS ANNOUNCED

02/21/05  ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE
IF A 2004-05 ASSIGNED TIME AWARD WAS RECEIVED, THE ACTIVITY REPORT MUST
BE ATTACHED TO THE 2005-06 APPLICATION

02/28/05  ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN EACH COLLEGE DEAN’S
OFFICE

03/14/05  ALL 2005-06 AY ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH

04/29/05  2005-06 AY ASSIGNED TIME AWARDS ANNOUNCED
**FACULTY AWARDS DEADLINES**

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

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ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS

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<tr>
<td>11/17/04</td>
<td>ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT ANNOUNCE THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS</td>
</tr>
<tr>
<td>03/04/05</td>
<td>PRE-PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (FCPD)</td>
</tr>
<tr>
<td>04/01/05</td>
<td>RESULTS OF PRELIMINARY REVIEW ARE ANNOUNCED</td>
</tr>
<tr>
<td>04/29/05</td>
<td>FULL PROPOSAL FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD</td>
</tr>
<tr>
<td>05/16/05</td>
<td>AWARDS ARE ANNOUNCED</td>
</tr>
<tr>
<td>Test Type</td>
<td>Dates</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>American College Test (ACT)</strong></td>
<td>October 23 and December 11, 2004,</td>
</tr>
<tr>
<td></td>
<td>February 12, April 9 and June 11, 2005</td>
</tr>
<tr>
<td><strong>Chem IIIa Test</strong></td>
<td>July 28, September 1, and November 10, 2004, January 12, January 26, April 27, and June 17, 2005</td>
</tr>
<tr>
<td><strong>English Placement Test (EPT)</strong></td>
<td>July 17, August 21 and December 4, 2004, January 15, March 19, May 7 and June 18, 2005</td>
</tr>
<tr>
<td><strong>Entry Level Mathematics Examination (ELM)</strong></td>
<td>July 17, August 21, and December 4, 2004, January 15, March 19, May 7 and June 18, 2005</td>
</tr>
<tr>
<td><strong>Examination in English as a Second Language (EESL)</strong></td>
<td>August 18 and August 25, 2004, January 12 and January 19, 2005</td>
</tr>
<tr>
<td><strong>Praxis</strong></td>
<td>January 8 and June 11, 2005</td>
</tr>
<tr>
<td><strong>SAT I and SAT II</strong></td>
<td>November 6, 2004, January 22 and June 4, 2005</td>
</tr>
<tr>
<td><strong>Writing Proficiency Examination (WPE)</strong></td>
<td>July 10, September 25 and November 20, 2004, February 26, April 30 and July 9, 2005</td>
</tr>
<tr>
<td><strong>Writing Proficiency Examination (Makeup Test)</strong></td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Writing Proficiency Examination Essay Readings</strong></td>
<td>July 24, October 9 and December 11, 2004, March 12, May 14 and July 23, 2005</td>
</tr>
<tr>
<td><strong>Writing Proficiency Examination Pre-Test Readings</strong></td>
<td>September 11, 2004</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>6/30-7/18</td>
<td>WINTER 2005 PHASE II SCHEDULING ON-LINE</td>
</tr>
<tr>
<td>1</td>
<td>SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)</td>
</tr>
<tr>
<td>1</td>
<td>DIRECT DEPOSIT POSTING (JUNE PAYROLL)</td>
</tr>
<tr>
<td>1</td>
<td>REGISTRATION INFORMATION AVAILABLE FOR COOPERATIVE EDUCATION INTERNSHIPS (CAREER DEVELOPMENT CENTER)</td>
</tr>
<tr>
<td>2</td>
<td>CENSUS DATE SUMMER SESSION II 2004</td>
</tr>
<tr>
<td>5</td>
<td>INDEPENDENCE DAY HOLIDAY OBSERVANCE, MONDAY (UNIVERSITY IS CLOSED)</td>
</tr>
<tr>
<td>9</td>
<td>DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, DISKETTE FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM</td>
</tr>
<tr>
<td>9</td>
<td>*SPRING 2005 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS</td>
</tr>
<tr>
<td>9</td>
<td>END OF SUMMER SESSION I 2004</td>
</tr>
<tr>
<td>9-10</td>
<td>OVERNIGHT SOAR – FRESHMEN (ALL MAJORS)</td>
</tr>
<tr>
<td>10</td>
<td>WRITING PROFICIENCY EXAMINATION (WPE)</td>
</tr>
<tr>
<td>12</td>
<td>SUMMER BRIDGE BEGINS</td>
</tr>
<tr>
<td>12-8/20</td>
<td>SUMMER SESSION III 2004</td>
</tr>
<tr>
<td>14-17</td>
<td>SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)</td>
</tr>
<tr>
<td>15</td>
<td>PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP</td>
</tr>
<tr>
<td>15</td>
<td>DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2004</td>
</tr>
<tr>
<td>TBA</td>
<td>WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)</td>
</tr>
<tr>
<td>17</td>
<td>ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATH EXAMINATION (ELM)</td>
</tr>
<tr>
<td>19</td>
<td>DEADLINE FOR ON-LINE SCHEDULING OF WINTER 2004</td>
</tr>
<tr>
<td>21-23</td>
<td>SOAR, ADVISING AND REGISTRATION – FRESHMEN (ALL MAJORS)</td>
</tr>
<tr>
<td>22-23</td>
<td>OVERNIGHT SOAR - FRESHMEN (ALL MAJORS)</td>
</tr>
<tr>
<td>23</td>
<td>CENSUS DATE SUMMER SESSION III 2004</td>
</tr>
<tr>
<td>24</td>
<td>WRITING PROFICIENCY EXAM ESSAY READING</td>
</tr>
<tr>
<td>27</td>
<td>SOAR, ADVISING AND REGISTRATION - TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING)</td>
</tr>
<tr>
<td>27</td>
<td>ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.</td>
</tr>
<tr>
<td>28</td>
<td>SOAR, ADVISING AND REGISTRATION - TRANSFERS (HEALTH AND HUMAN SERVICES/ARTS)</td>
</tr>
<tr>
<td>28</td>
<td>CHEM IIIA TEST</td>
</tr>
<tr>
<td>29</td>
<td>SOAR, ADVISING AND REGISTRATION - TRANSFERS (LIBERAL ARTS)</td>
</tr>
<tr>
<td>30</td>
<td>SOAR, ADVISING AND REGISTRATION - TRANSFERS (BUSINESS)</td>
</tr>
<tr>
<td>*SUBJECT TO CHANGE</td>
<td></td>
</tr>
</tbody>
</table>
JULY 2004
30 MCNAIR SCHOLARS RESEARCH PROGRAM ENDS
30 PAYDAY AFTER 4:00 P.M. (JULY) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
31 SOAR, ADVISING AND REGISTRATION – TRANSFERS (ALL MAJORS)

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

21  ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)

TBA  EDUCATIONAL EQUITY TRANSFER STUDENT WORKSHOPS

23  FALL 2004 STUDENT PARKING DECALS REQUIRED-DECALS EXPIRE 12/24/04

23  DEADLINE FOR COLLEGES TO RETURN FINAL PROPOSALS FOR WINTER 2005 TO UCES

23  FACULTY/STAFF PARKING DECALS REQUIRED - ACADEMIC YEAR DECALS EXPIRE 06/03/05; FALL SEMESTER DECALS EXPIRE 12/26/04

23  RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 6/03/05

23  FIRST DAY OF FALL 2004 SEMESTER

24  NEW INTERNATIONAL STUDENT ORIENTATION

25  EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)

26  ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) AND ASSESSMENT COMMITTEE ANNOUNCE FALL APPLICATION PROCESS FOR FACULTY TRAVEL AWARDS

26  DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2004

26-27  REGISTRATION UNAVAILABLE FOR FALL 2004

27  FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED

27  ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.

27  LAST DAY TO APPLY FOR A 100% REFUND OF PARKING FEES FROM BURSAR'S OFFICE

27  CONVOCATION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS

28  MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS

28-30  DEPARTMENTAL ADVISING

29  LAST DAY TO FILE FOR COMPLETE WITHDRAWAL OR CANCELLATION OF CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES

29  LAST DAY FOR REGISTRATION AND ADJUSTMENTS PRIOR TO FIRST DAY OF INSTRUCTION

30  PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)

30  OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2004 THROUGH UCES

30  FIRST DAY OF CLASSES

30  REGISTRATION PAYMENTS MUST INCLUDE A $25 LATE REGISTRATION FEE

30  FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA:

1. ASSIGNED TIME SUMMARY SHEET

2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)

3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS
AUGUST 2004

31  PAYDAY AFTER 4:00 P.M. (AUGUST) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

31  LAST DAY TO APPLY FOR SPRING 2005 ADMISSION AS AN UNDERGRADUATE TRANSFER STUDENT

SEPTEMBER 2004

1  DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)

1  CHEM IIIA TEST

2  REGISTRATION AND ADJUSTMENTS RESUME

3  ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED

3  INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS

5  ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS

6  LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)

8  LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE

8  DEADLINE FOR DEPARTMENTS TO FORWARD FINAL PROOF FOR WINTER 2005 TO COLLEGE OFFICES

8  LAST DAY TO APPLY FOR A 100% REFUND OF ATHLETIC PASS (SAR)

8  ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 2:00 PM – 3:30 PM

8  ADMISSIONS DAY (ADMISSIONS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON MONDAY, DECEMBER 27, 2004, WHEN THE UNIVERSITY WILL BE CLOSED)

9  ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 10:30 AM – 12:00 PM

11  WRITING PROFICIENCY READING PRE-TEST READINGS

13  DEADLINE TO REDUCE UNITS TO PART-TIME AND STILL RECEIVE 100% REFUND OF ADJUSTED STATE UNIVERSITY FEES AND NON-RESIDENT TUITION

13  DEADLINE FOR CREDIT BY EXAMINATION

13  DEADLINE TO USE WEB OR IVR TO ADD A COURSE

13  LAST DAY TO DROP A COURSE OR WITHDRAW (BY WEB OR IVR) WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR AND WITHOUT RECEIVING A “W” ON PERMANENT RECORD, FALL 2004

15  LAST DAY TO REGISTER FOR COOPERATIVE EDUCATION COURSES FOR FALL 2004

15  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

15  OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE ON RETENTION AND TENURE CANDIDATES (9/15/04 – 10/04/04)
SEPTEMBER 2004

15 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT ON PROMOTION CANDIDATES (9/15/04 – 10/18/04)

15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY (CLOSES 2/07/05)

15 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY

17 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 7, 2004 (ENDS OCTOBER 8, 2004)

20 RESIDENCE DETERMINATION DATE FOR FALL 2004

20 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS

20 SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA:
   1. REVISED ASSIGNED TIME SUMMARY SHEET
   2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
   3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

23 DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2005 TO UCES

23 FALL FACULTY TRAVEL APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT

24 *SPRING 2005 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

24 INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE

24 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED

25 DEANS FORWARD SUPPLEMENTAL FALL 2004 ASSIGNED TIME SUMMARY SHEETS TO ACADEMIC AFFAIRS (SECOND SUBMISSION) AND FACULTY REIMBURSED PAYROLL FORMS

25 ACADEMIC AFFAIRS – DEANS RETREAT

25 WRITING PROFICIENCY EXAM (WPE)

27 LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE

27 LAST DAY FOR OPEN UNIVERSITY AND EXTENSION CREDIT ENROLLMENT

27 CENSUS DATE FALL 2004

28 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.

29 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH

30 PAYDAY AFTER 4:00 P.M. (SEPTEMBER) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

*SUBJECT TO CHANGE
OCTOBER 2004

1 THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) SHALL PROVIDE A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION

1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE SPRING 2005

1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS FOR LEAVES TAKEN DURING THE 2003-04 ACADEMIC YEAR OR THE SPRING 2005 SEMESTER

1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR SPRING 2005

1 DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)

1 FALL 2004 FACULTY EVALUATION PRE-PRINTED AND BLANK CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS

1-11/30 INITIAL FILING PERIOD FOR FALL 2005 ADMISSION

TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

4 DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

4 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY)

4 ON-CAMPUS INTERVIEWS BEGIN (CAREER DEVELOPMENT CENTER)

4 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION

TBA GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES)

6-8 DEANS’ RETREAT

8 CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION

8 PROPOSED INACTIVE COURSES

8 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO AA
IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

8 FINANCIAL AID SECOND MAJOR CHECK DISBURSEMENT CHECKS MAILED

9 WRITING PROFICIENCY EXAMINATION ESSAY READING

10 AWARDS FROM FALL FACULTY TRAVEL APPLICATIONS ANNOUNCED BY THE ASSESSMENT COORDINATOR/COMMITTEE

11-12 *SPRING 2005 SCHEDULE OF CLASSES PRINTER’S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES

*SUBJECT TO CHANGE
OCTOBER 2004

12  ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH

13  CAMPUS-WIDE EMERGENCY EVACUATION DRILL - 1:15 P.M.

13  SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2005-06 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS

13  COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON TUESDAY, DECEMBER 28, 2004, WHEN THE UNIVERSITY WILL BE CLOSED)

13  STUDY ABROAD FAIR, 10:00 A.M. – 2:00 P.M., FRIENDSHIP WALK

14  ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY FALL 2004 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION

15  DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2005 OR SUMMER 2005 GRADUATION

15  CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION PROCEDURES FOR FACULTY AWARDS INCLUDING OUTSTANDING PROFESSOR AWARD, NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD, DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, AND DISTINGUISHED FACULTY TEACHING AWARD)

1  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

15  DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR FALL 2004 FACULTY EVALUATIONS TO INSTITUTIONAL RESEARCH

15  PRELIMINARY FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION

16  ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION

17  DEANS RETURN VERIFIED PRELIMINARY FALL 2004 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS

18  DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE


21  ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH

22  FALL 2004 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS

23  AMERICAN COLLEGE TEST (ACT)

25  ALL 2005 SUMMER STIPENDS AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN COLLEGE DEAN’S OFFICE

27  LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR’S OFFICE

27  ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.

28  “CSULB FALL JOB FAIR” AND “ACCOUNTING RECRUITING DAY” AT USU-LONG BEACH BALLROOM 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
OCTOBER 2004

28  DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES

28  FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH

29  TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2005

29  *SUMMER 2005 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/DEPARTMENTS AT MEETING

29  INACTIVE COURSE CERTIFICATION

NOVEMBER 2004

1  DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE

1  PAYDAY AFTER 4:00 P.M. (OCTOBER) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

1  DEADLINE TO APPLY FOR SPRING 2005 LONDON SEMESTER

1  ANY SUBSEQUENT CHANGES TO APPROVED RANGE ELEVATION PROCEDURES MUST BE FORWARDED TO THE ACADEMIC SENATE BY THE DATE OF THE ACADEMIC YEAR THAT THE PROCEDURES TAKE EFFECT

1  EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICE FOR DISTRIBUTION

1  WINTER SESSION 2005 REGISTRATION BEGINS

1  DEPARTMENTS RECEIVE MINOR CAPITAL OUTFLOW REQUEST FROM THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS

1  DEADLINE TO FILE RESIDENCY RECLASSIFICATION FOR SPRING 2005

2  DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)

2  LATE SPRING 2005 RESIDENCE RECLASSIFICATION PROCESS FOR EARLY REGISTRATION $10 MISSED DEADLINE FEE

3  ACADEMIC AFFAIRS DISTRIBUTES SPRING 2005 NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS


3  *SCHEDULE OF CLASSES, SPRING 2005, AVAILABLE IN THE BOOKSTORE

3  LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)

4  FALL 2004 ERS-STUDENTS, ERS-DEGREES FOR SUMMER 2004, ERS-TEACHERS, DUE TO THE OFFICE OF THE CHANCELLOR

4  FACULTY SUPPER CLUB (TENTATIVE)

5  UPDATED FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR VERIFICATION

6  SAT I AND SAT II

*SUBJECT TO CHANGE
NOVEMBER 2004

8  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR

8  ALL 2005 SUMMER STIPEND AND SPRING 2005 MINI-GRANT APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH

8  FEE PAYMENT FOR SPRING 2005 REGISTRATION BEGINS

8  *SPRING 2005 REGISTRATION AND ADJUSTMENTS BEGINS

10  CHEM IIIA TEST

11  UCES DISTRIBUTES SUMMER 2005 FINAL PROOFS TO ACADEMIC SCHEDULING

1  ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) AND ASSESSMENT COMMITTEE ANNOUNCE FY 04-05 APPLICATION PROCESS FOR FACULTY ASSESSMENT PROJECT GRANT PROPOSALS

11  VETERANS DAY OBSERVED, UNIVERSITY IS OPEN. (VETERANS DAY IS RESCHEDULED AND WILL BE OFFICIALLY OBSERVED ON FRIDAY, NOVEMBER 26, 2004 (WHEN UNIVERSITY IS CLOSED)

12  VERIFIED FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH

15  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

17  ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT ANNOUNCE THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS

17  FALL 2004 FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO DEPARTMENTS

19  SECOND ANNUAL CSU SOUTH NEW CHAIRS WORKSHOP 8:30 A.M. – 4:30 P.M. THE POINTE

19  FINAL FALL 2004 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES

19  DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN’S SIGNATURE, FALL 2004

20  WRITING PROFICIENCY EXAMINATION (WPE)

22  DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2005-06 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE

22  DEADLINE TO SUBMIT STAFFORD LOAN APPLICATION TO FINANCIAL AID FOR LOAN PERIOD ENDING DECEMBER 2004

25-26  THANKSGIVING DAY, THURSDAY (UNIVERSITY IS CLOSED THURSDAY AND FRIDAY)

26  UNIVERSITY IS CLOSED. (VETERANS DAY, NOVEMBER 11, 2004, RESCHEDULED AND OFFICIALLY OBSERVED)

29  REMINDER FOR PART-TIME FACULTY, TA’S AND GA’S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE

29  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, (IF ANY) FOR TENURE

*SUBJECT TO CHANGE
NOVEMBER 2004

29  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING DEPARTMENT CHAIR’S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

29  ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M

29  DEADLINE TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FOR FALL 2004 FROM BURSAR’S OFFICE

30  NO REFUND OF PARKING PERMIT FEES FOR FALL 2004

30  LAST DAY OF INITIAL FILING PERIOD FOR FALL 2005 ADMISSION FOR UNDERGRADUATES

DECEMBER 2004

1  PAYDAY AFTER 4:00 P.M. (NOVEMBER) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

1  DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2005

1  FIRST DAY TO FILE REQUEST TO GRADUATE FOR FALL 2005 OR WINTER 2005 GRADUATION

1  FACULTY SUPPER CLUB (TENTATIVE)

2  DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)

3  *FALL 2005 PHASE 1 SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES

3  DIFFERENCE-IN-PAY LEAVE ELIGIBILITY INFORMATION FOR 2005-06 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS

3  DEADLINE FOR UPPER DIVISION, GRADUATE CURRICULUM, AND PROGRAM REQUIREMENTS PROPOSALS FROM COLLEGES TO CURRICULUM OFFICE

4  ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)

TBA  WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)

6  NOMINATIONS FOR DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, DISTINGUISHED FACULTY TEACHING AWARD, OUTSTANDING PROFESSOR AWARD, AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD DUE IN ACADEMIC SENATE

6  DEADLINE FOR COLLEGES TO RETURN SUMMER 2005 FINAL PROOFS TO ACADEMIC SCHEDULING

8  ACADEMIC AFFAIRS DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS


10  LAST DAY OF INSTRUCTION, FALL 2004

10  DEADLINE TO DROP A COURSE FOR FALL 2004 (WITH THE DEAN’S APPROVAL)

10  CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS: SUBMITTED DECEMBER 3, 2004; ENDS JANUARY 14, 2005

11  COLLEGES/DEPARTMENTS RECEIVE SPRING 2005 ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)

SUBJECT TO CHANGE
DECEMBER 2004

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

*SUBJECT TO CHANGE
DECEMBER 2004

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

31 NEW YEAR’S DAY (OBSERVED), FRIDAY, DECEMBER 31, 2004. (UNIVERSITY IS CLOSED)

JANUARY 2005

2-2/15 STUDENTS RECEIVE RENEWAL FAFSA (FINANCIAL AID FORM) FOR 2005-06 FROM FEDERAL PROCESSOR

3 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES

3 PAYDAY (DECEMBER 2004) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS (NOT SUBMITTED ON 12/23 DUE IN PAYROLL BY 8:00 A.M.)

3 DIRECT DEPOSIT POSTING DATE (DECEMBER PAYROLL)

3 INSTRUCTION BEGINS: WINTER SESSION 2005; WINTER SESSION PARKING DECALS REQUIRED – DECALS EXPIRE 1/21/05

3-21 WINTER SESSION 2005

4 SOAR ACADEMIC ADVISOR TRAINING

5 2005-06 FINANCIAL AID APPLICATIONS AVAILABLE-CAL GRANTS AND STATE AND FEDERAL FINANCIAL AID PROGRAMS

5 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (NATURAL SCIENCES, MATHEMATICS AND ENGINEERING)

6 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (ARTS AND HEALTH AND HUMAN SERVICES)

7 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (LIBERAL ARTS)

8 PRAXIS TEST

10 SOAR, ADVISING AND REGISTRATION FOR SPRING 2005 (BUSINESS ADMINISTRATION)

12 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)

12 DEADLINE TO PAY SPRING 2005 FEES WITHOUT PAYMENT OF LATE REGISTRATION FEE OF $25

12 CHEM IIIA TEST

14 CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION

1 REGISTRATION MATERIALS AVAILABLE FOR SPRING 2005 COOPERATIVE EDUCATION COURSES

14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

14 *FALL 2005 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

15 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR FALL 2005 MAILED

TBA EDUCATIONAL EQUITY SERVICES TRANSFER STUDENT WORKSHOP

15 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

*SUBJECT TO CHANGE
JANUARY 2005
17 SPRING 2005 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 06/03/05
17 SPRING 2005 FACULTY/STAFF/STUDENT PARKING PERMITS REQUIRED -- PERMITS EXPIRE 06/03/05
17 MARTIN LUTHER KING, JR. HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
18 INTERNATIONAL STUDENT ORIENTATION
19 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
19 FALL 2004 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS
19-21 DEPARTMENTAL ADVISING
20 SOAR - ORIENTATION TO CAMPUS LIFE AND RESOURCES
20 SOAR, ADVISING AND REGISTRATION (ORIENTATION TO CAMPUS LIFE AND RESOURCES)
1 ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) AND ASSESSMENT COMMITTEE ANNOUNCE SPRING APPLICATION PROCESS FOR FACULTY TRAVEL AWARDS
20-21 SPRING 2005 REGISTRATION UNAVAILABLE
21 *SUMMER 2005 SCHEDULE BUILDING ENDS
21 FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED
21 LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2005 PARKING PERMIT FEES (BURSAR’S OFFICE)
21 FINANCIAL AID FIRST MAJOR CHECK DISBURSEMENT CHECKS MAILED
21 LAST DAY OF CLASS, WINTER SESSION 2005
21 * FALL 2005 PHASE II SCHEDULE BUILDING ACCESS BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
22 SAT I AND SAT II
1-0 DEPARTMENTAL ADVISING
23 LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
23 DEADLINE TO REGISTER FOR SPRING 2005 WITHOUT PAYMENT OF LATE REGISTRATION FEE OF $25
1 RESIDENCY DETERMINATION DATE FOR SPRING 2005
24 SPRING 2005 REGISTRATION INCLUDES A $25 LATE REGISTRATION FEE
24 PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)
24 FIRST DAY OF SPRING 2005 SEMESTER
*SUBJECT TO CHANGE
JANUARY 2005

24 FIRST SUBMISSION OF FACULTY ASSIGNED TIME
Colleges forward the following to Academic Affairs:
1. Assigned Time Summary Sheet
2. Assigned Time Request Forms for Assignments totaling 7 or
   more WTU (excluding codes: 11, 18, 21a, 21c, 31 & 32)
3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet)
   for Assigned Time funded by CSULB Foundation Accounts

25 Deadline to submit Grade Rosters for Winter Session 2005

26 College Deans forward the following to Academic Affairs:
   - Request Forms for Assignments totaling more than 6 WTU
     (Do not forward codes: 11, 18, 21a, 21c, 31, 32)
   - Assigned Time Summary Sheet (First Submission)

26 Extended Education – Spring 2005 Open University Enrollment Begins

26 Open Period begins for persons to provide information concerning candidates
   for Periodic Evaluations (ETF) for Spring FERPs (Closes 3/1/04)

26 Chem IIIA Test

27 Fall 2004 Faculty Evaluation Instructor-Course Evaluation Forms returned
   to the Departments for distribution to the Faculty

27 Electronic SARS, Student Vouchers, and signed paper copy of SARS due in Payroll
   by 3:00 p.m.

28 Academic Affairs (AA) notifies Colleges of any Assigned Time Requests from
   the First Submission, which were Disapproved

28 Deadline for Deans’ Review for Retention of Faculty in their 1st or 2nd
   Probationary Year, if Recommendations are not supported by unanimous
   Positive Recommendations

31 Payday after 4:00 p.m. (January) – Electronic and paper copy of salaried employees
   attendance report and hourly intermittent vouchers due in Payroll by 4:00 p.m.

FEBRUARY 2005

1 Deadline for Application for CSU International Programs (IP)

1 Direct Deposit Posting Date (January Payroll)

2 Final Decisions to be announced by Academic Affairs regarding Sabbatical
   Leaves for the 2005-06 Academic Year

2 Academic Affairs notifies Deans of any Assigned Time Requests from First
   Submission, which were Disapproved

2 Academic Affairs announces Sabbatical Leave Awards for 2005-06 Academic Year

7 Deadline for Tenured Faculty scheduled for Periodic Evaluation to submit
   materials to Department Peer Committee (Including Academic Year FERP
   Faculty)

7 Deadline for Probationary Faculty scheduled for Periodic Evaluation (“Mini-
   Review”) to submit materials to Department Peer Committee

7 Deadline to reduce units to part-time and still receive 100% refund of adjusted
   State University fees and Non-Resident Tuition

7 Deadline to drop or withdraw without signatures of Instructor and Chair –
   Drop without "W" Grade
FEBRUARY 2005

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

23 ACADEMIC AFFAIRS FORWARDS SPRING 2005 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH

24 “SPRING JOB FAIR” AND AT USU – SECOND FLOOR – 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)

25 *FALL 2005 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

25 ACADEMIC AFFAIRS NOTIFIES DEANS OF ANY ASSIGNED TIME REQUESTS, FROM SECOND SUBMISSION, WHICH WERE DISAPPROVED

25 SPRING 2005 FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS

25 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE

26 DEADLINE FOR SUBMISSION OF FALL 2005 CREDIT COURSE PROPOSALS TO UNIVERSITY COLLEGE & EXTENSION SERVICES

26 WRITING PROFICIENCY EXAMINATION (WPE)

28 DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

28 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.

28 ALL 2005-06 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN COLLEGE DEANS’ OFFICE

28 ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT AND FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION

28 ON-CAMPUS INTERVIEWS BEGIN (CAREER DEVELOPMENT CENTER)

MARCH 2005

1 DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE

1 PAYDAY AFTER 4:00 P.M. (FEBRUARY) - ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS FOR LEAVES TAKEN DURING THE FALL 2005 SEMESTER

1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL 2005 EARLY REGISTRATION

1 DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2005 OR WINTER 2006 GRADUATION

1 DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT COMMITTEE

2 FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2005-06

2 DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)

2 FACULTY SUPPER CLUB (TENTATIVE)

*SUBJECT TO CHANGE
4 NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

4 STUDENT RESEARCH COMPETITION

4 DEANS RETURN VERIFIED PRELIMINARY SPRING 2005 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS

4 DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

4 COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO ACADEMIC AFFAIRS IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

4 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED

TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

4 PRE-PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (FCPD)

5 LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE

6 AWARDS FOR SPRING FACULTY TRAVEL APPLICATIONS ANNOUNCED BY THE ASSESSMENT COORDINATOR/COMMITTEE

7 COLLEGE AWARDS COMMITTEES’ RECOMMENDATIONS AND RANKINGS FOR DISTINGUISHED FACULTY AWARDS (OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD) DUE IN ACADEMIC SENATE OFFICE

7 SUMMER 2005 INFORMATION GUIDE AVAILABLE

8 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH

TBA INTERNSHIP AND VOLUNTEER FAIR 2005 (SPONSORED BY CAREER DEVELOPMENT CENTER)

11 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR SPRING 2005 FACULTY EVALUATION TO INSTITUTION RESEARCH

11 PRELIMINARY SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION

12 WRITING PROFICIENCY EXAMINATION ESSAY READING

13 ALL 2005-05 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH

14 DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS ON DIFFERENCE-IN-PAY LEAVES FOR 2005-2006

14 *SUMMER 2005 REGISTRATION BEGINS

14 ALL 2005-2006 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH

*SUBJECT TO CHANGE
14-15 * FALL 2005 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFREADING IN ENROLLMENT SERVICES

15 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW (PROMOTIONS)

15 DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS

15 SPRING 2005 ENROLLMENT REPORTING SYSTEM FILES (ENROLLMENT AND APPLICATIONS) DUE TO THE OFFICE OF THE CHANCELLOR

2 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

18 ENGINEERING/TECHNOLOGY/SCIENCE FAIR 2005 (SPONSORED BY CAREER DEVELOPMENT CENTER)

19 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)

21 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS ON DIFFERENCE-IN-PAY LEAVES FOR 2005-2006

21-25 SPRING RECESS (NO CLASSES)

23 SPRING 2005 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS

23 LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE

24 CORRECTED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH

25 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2005

25 DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES

28 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.

30 PAYDAY AFTER 4:00 P.M. (MARCH) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.

30 LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)

31 CESAR CHAVEZ HOLIDAY, THURSDAY, MARCH 31 (UNIVERSITY CLOSED)

APRIL 2005

1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER 2005 AND FALL 2005

1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE FALL 2005

1 DEADLINE FOR FACULTY TO SUBMIT REQUESTS TO DEANS VIA DEPARTMENT CHAIRS TO TAKE LEAVES WITHOUT PAY DURING THE FALL 2005 SEMESTER OR THE 2005-06 ACADEMIC YEAR

1 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)

*SUBJECT TO CHANGE
1 RESULTS OF PRELIMINARY REVIEW OF ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED

1 FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING DIFFERENCE-IN-PAY LEAVES FOR 2005-2006

1 UPDATED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR VERIFICATION

2 LATE RESIDENCY RECLASSIFICATION PROCESS BEGINS FOR FALL 2005. $10 MISSED DEADLINE FEE

6 REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION

6 SCHEDULE OF CLASSES, FALL 2005 AVAILABLE IN THE BOOKSTORE

7 FACULTY SUPPER CLUB (TENTATIVE)

8 VERIFIED SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH

9 AMERICAN COLLEGE TEST (ACT)

11 *REGISTRATION AND ADJUSTMENTS FOR FALL 2005 BEGINS

15 DEADLINE FOR DEAN'S REVIEW (TENURE)

15 DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF RECOMMENDATIONS ARE NOT SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS

15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

15 DECISIONS ON FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE

15 FINAL SPRING 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES

15 ACADEMIC AFFAIRS DISTRIBUTES FINAL SPRING 2005 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS

19 DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC "MINI" EVALUATIONS OF PROBATIONARY FACULTY TO ACADEMIC AFFAIRS

19 DEADLINE FOR SUBMISSION OF PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC AFFAIRS

20 DEADLINE TO SUBMIT 2005-06 STAFFORD LOAN APPLICATIONS TO FINANCIAL AID

21 SOUTH ASIA DAY

21 SPRING 2005 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS

22 LAST DAY TO APPLY FOR 25% REFUND OF PARKING PERMIT FES FROM BURSAR’S OFFICE

22 ACADEMIC DAY KALEIDOSCOPE

22 DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2005

23 KALEIDOSCOPE FESTIVAL

*SUBJECT TO CHANGE
APRIL 2005

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

MAY 2005

TBA  DEADLINE FOR SUBMISSIONS FOR INTERNSHIP ESSAY COMPETITION (CAREER DEVELOPMENT CENTER)
TBA  FACULTY RETIREMENT LUNCHEON
1   INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA AND NEW ZEALAND
2   DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
2   FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2006 OR SUMMER 2006 GRADUATION
5   FACULTY SUPPER CLUB (TENTATIVE)
TBA  WRITING PROFICIENCY EXAM (MAKE-UP TEST)
6   SPRING 2006 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
7   ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)
7   ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
12  UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION
12  UNIVERSITY FACULTY ACHIEVEMENT AWARDS CELEBRATION
13  LAST DAY OF CLASSES, SPRING 2005
13  DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2005
14  WRITING PROFICIENCY EXAMINATION ESSAY READINGS
15  DECISIONS OF UNIVERSITY AWARDS COMMITTEE ANNOUNCED BY CHAIR OF ACADEMIC SENATE
15 ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED
16 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
16-21 FINAL EXAMINATIONS, SPRING 2005
17 SPRING 2005 FACULTY EVALUATION COMPLETED. INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
19 DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC EVALUATIONS ("MINI-REVIEWS") OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
19 DEADLINE FOR SUBMISSION OF PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL
19 DEADLINE FOR SUBMISSION OF ALL PERIODIC EVALUATIONS OF TEMPORARY FACULTY TO ACADEMIC PERSONNEL (COLLEGE DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF THESE EVALUATIONS TO COLLEGES)
20 DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
23 LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2004-05 AWARD
TBA EES GRADUATE RECOGNITION DAY (EDUCATIONAL EQUITY SERVICES)
25, 26, 27 COMMENCEMENT CEREMONIES
26 DEADLINE TO SUBMIT GRADES FOR SPRING 2005
27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
27 ALUMNI AWARDS BANQUET (TENTATIVE)
27 LAST DAY OF SPRING 2005 SEMESTER
27 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS’ OFFICE
28 DEADLINE TO FILE REQUEST FOR FALL 2005 EDUCATIONAL LEAVE WITHOUT PENALTY
30 MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
31 PAYDAY AFTER 4:00 P.M. (MAY) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
31 INSTRUCTION BEGINS SUMMER SESSION I
31-6/18 WINTER 2005 SCHEDULING PHASE I BEGINS - ENDS
5/31-8/19 SUMMER SESSIONS - 2005
JUNE 2005
1 RESIDENCY DETERMINATION DATE FOR SUMMER 2006
1 DEADLINE FOR FINAL DECISION ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (VICE PRESIDENT FOR ACADEMIC AFFAIRS; DELEGATED TO DEANS WHERE RECOMMENDATIONS ARE SUPPORTED BY UNANIMOUS POSITIVE RECOMMENDATIONS)
1 DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT ACADEMIC AFFAIRS)
1 DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)

1-3 SOAR PEER ACADEMIC ADVISOR TRAINING

2 PTF FOR REASSIGNMENTS, CONTINUED APPOINTMENTS, SEPARATIONS, ETC. THAT OCCUR ANY TIME IN JUNE AND BEFORE THE END OF JULY MUST BE SUBMITTED TO ASSURE PROCESSING BY STAFF ACADEMIC PERSONNEL, BUDGET, AND PAYROLL DEPARTMENTS

2 FACULTY REPORTS ON WORK ACCOMPLISHED WITH SPRING 2005 ASSIGNED TIME DUE IN COLLEGE DEANS’ OFFICE

2 INSTRUCTION BEGINS, SUMMER SESSION ONE

3 2005-06 EMPLOYEE PARKING PERMITS REQUIRED (FULL-YEAR DECALS BEGIN 5/30/05; ACADEMIC YEAR DECALS BEGIN 8/22/05; FALL PERMITS BEGIN 8/22/05, END 12/30/05)

3 FULL YEAR, ACADEMIC YEAR, AND SPRING SEMESTER PARKING PERMITS EXPIRE

4 SAT I AND SAT II

6-9 SOAR PEER ACADEMIC ADVISOR TRAINING

9 FY 04-05 FACULTY ASSESSMENT PROJECT GRANT APPLICATIONS DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT

11 AMERICAN COLLEGE TEST (ACT)

11 PRAXIS TEST

11 SUMMER BRIDGE BEGINS

13 SOAR, ADVISING AND REGISTRATION – TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING)

14 SOAR - TRANSFERS (LIBERAL ARTS)

15 DEADLINE FOR FINAL DECISION BY VICE PRESIDENT FOR ACADEMIC AFFAIRS (OR DEAN’S) FOR PROMOTIONS

15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP

15 SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES/ARTS)

16 SPRING 2005 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS

16 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR 2004-2005 ACADEMIC YEAR MAILED

16 SOAR – TRANSFERS (BUSINESS)

17 CHEM IIIA TEST

18 WINTER 2005 SCHEDULING PHASE I ENDS

18 SOAR – FRESHMEN (PRESIDENT’S SCHOLARS, SCIENCE SAFARI)

18 ENGLISH PLACEMENT TEST (EPT)

18 ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

19 LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS [TENTATIVE]

20-21 OVERNIGHT SOAR – FRESHMEN
21  MCNAIR SCHOLARS RESEARCH PROGRAM BEGINS
21  SPRING 2005 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS,
COLLEGES AND DEPARTMENTS
21  ERS-APPLICANT FILES FOR SUMMER 2004 FALL 2004, AND SPRING 2005 DUE TO OFFICE
OF THE CHANCELLOR
21  ERS STUDENT FILES FOR SUMMER 2004, COMPLETE FALL 2005, AND SPRING 2005 DUE TO
THE OFFICE OF THE CHANCELLOR
TO THE OFFICE OF THE CHANCELLOR
22-25  SOAR - FRESHMEN
23  SPRING 2005 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED
TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY
TBA  UPWARD BOUND SUMMER PROGRAM BEGINS
27  AWARDS FOR FY04-05 FACULTY ASSESSMENT PROJECT GRANT PROPOSALS ANNOUNCED BY
THE ASSESSMENT COORDINATOR/COMMITTEE
28  ELECTRONIC SARS, STUDENT VOUCHERS, AND SIGNED PAPER COPY OF SARS DUE IN
PAYROLL BY 3:00 P.M.
28-30  SOAR - FRESHMEN
30  PAYDAY AFTER 4:00 P.M. (JUNE) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES
ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M

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