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* All dates are subject to change.
CURRICULUM DEVELOPMENT DEADLINES

07/08/05  DEADLINE FOR: ALL TYPES OF CURRICULUM PROPOSALS

PROPOSALS EFFECTIVE:
  COURSES -- SPRING 2006
  DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2006

CHALLENGE PERIOD I:
  SEPTEMBER 16 - OCTOBER 7, 2005

09/02/05  INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS

09/23/05  INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE

10/07/05  PROPOSED INACTIVE COURSES

10/28/05  INACTIVE COURSE CERTIFICATION

12/02/05  DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS

PROPOSALS EFFECTIVE:
  UPPER-DIVISION & GRADUATE COURSES - SUMMER 2006 OR FALL 2006
  LOWER-DIVISION COURSES—FALL 2006
  DEGREE & OTHER PROGRAM REQUIREMENTS - FALL 2006

CHALLENGE PERIOD II:
  DECEMBER 9, 2005 - JANUARY 13, 2006

03/03/06  NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

* All dates are subject to change.
FACULTY ASSIGNED TIME
DEADLINES

FALL 2005                                                                                       SPRING 2006

08/01/05  ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS 01/03/06

08/29/05  FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA:
1. ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS 01/25/06

09/02/05  AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION, WHICH WERE DISAPPROVED 01/27/06

09/19/05  SECOND SUBMISSION OF FACULTY ASSIGNED TIME
COLLEGES FORWARD THE FOLLOWING TO AA:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS 02/13/06

09/23/05  AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED 02/17/06

09/30/05  AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH 02/24/06

10/03/05  AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION 02/27/06

10/07/05  COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT) TO AA IF THERE ARE ANY ASSIGNED TIME CHANGES/CORRECTIONS, COLLEGES FORWARD THE FOLLOWING TO AA:
1. REVISED ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS 03/03/06

10/11/05  AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH 03/07/06

12/23/05  FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS’ OFFICES 05/26/06

* All dates are subject to change.
FACULTY WORKLOAD REPORTING PROCESS
DEADLINES

9/28/05  AA FORWARDS FALL 2005 ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
10/14/05 PRELIMINARY FALL 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
10/24/05 FALL 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
10/28/05 FINAL FALL 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
2/22/06  AA FORWARDS SPRING 2006 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH
3/10/06 PRELIMINARY SPRING 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
3/20/06 CORRECTED SPRING 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH
3/24/06 FINAL SPRING 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES

* All dates are subject to change.
PERIODIC EVALUATION
DEADLINES

08/02/05  ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
09/07/05  ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS
09/15/05  OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/07/06)
10/04/05  OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FACULTY FALL FERP)
11/01/05  DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
12/23/05  DEADLINE FOR FALL FERP FACULTY TO HAVE PERIODIC EVALUATION OF TENURED FACULTY COMPLETED AND SUBMITTED TO ACADEMIC PERSONNEL
12/23/05  DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
1/26/06  DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT
01/26/06  OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR SPRING SEMESTER FERPS (CLOSES 3/01/06)
02/07/06  DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP FACULTY)
02/07/06  DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION ("MINI-REVIEW") TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
03/01/06  DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE
05/19/06  DEADLINE FOR SUBMISSION BY COLLEGE DEANS OF PERIODIC EVALUATIONS ("MINI-REVIEWS") OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
05/19/06  DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
05/19/06  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)
12/23/06  FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2005-2006 PERIODIC EVALUATIONS OF TENURED FACULTY TO ACADEMIC PERSONNEL

* All dates are subject to change.
### SABBATICAL LEAVE DEADLINE

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RETENTION, TENURE, AND PROMOTION DEADLINES

08/01/05  ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP

09/1/05  ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 9:30 A.M.–11:00 A.M

09/6/05  ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT GALLERY (LIBRARY 5TH FLOOR) 1:00 P.M. – 2:30 P.M.

09/14/05  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.

09/15/05  DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY. DEADLINE FOR FACULTY TO NOTIFY ACADEMIC PERSONNEL OF NOT APPLYING FOR PROMOTION CONSIDERATION.

09/15/05  OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR RETENTION AND TENURE CANDIDATES (9/15/05-10-04-05)

09/15/05  OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT FOR PROMOTION CANDIDATES (9/15/05-10/18/05)

10/04/05  DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

10/18/05  DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

11/08/05  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR

11/30/05  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

11/30/05  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR TENURE

12/1305  DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST, 2ND, OR 3RD PROBATIONARY YEAR

12/15/05  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW OF PROMOTIONS (INCLUDING CHAIR’S REVIEW, IF ANY)

01/27/06  DEADLINE FOR DEAN’S REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE

02/15/06  DEADLINE FOR FINAL DECISION FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR BY VICE PRESIDENT ACADEMIC AFFAIRS (FINAL DECISION DELEGATED TO DEANS WHEN DEAN DECISION IS POSITIVE.)

02/2806  DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW (TENURE) AND RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

03/15/06  DEADLINE FOR DEAN’S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF DEAN RECOMMENDATION IS NEGATIVE.

03/15/06  DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW (PROMOTIONS)

* All dates are subject to change.
RETENTION, TENURE, AND PROMOTION
DEADLINES (CONTINUED)

04/17/06  DEADLINE FOR DEAN’S REVIEW (TENURE)
04/24/06  DEADLINE FOR DEAN’S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE.
04/28/06  DEADLINE FOR DEAN’S REVIEW (PROMOTIONS), IF DEAN RECOMMENDATION IS NEGATIVE.
06/01/06  DEADLINE FOR FINAL DECISION FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN DECISION IS POSITIVE.)
06/01/06  DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT FOR ACADEMIC AFFAIRS)
06/15/06  DEADLINE FOR FINAL DECISION ON PROMOTION VICE PRESIDENT FOR ACADEMIC AFFAIRS, (FINAL DECISION DELEGATED TO DEANS WHEN DEAN DECISION IS POSITIVE.)

RANGE ELEVATION FOR LECTURERS
(POLICY STATEMENT 02-03)

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

09/30/05  THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
11/01/05  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
11/01/05  EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICES FOR DISTRIBUTION

* All dates are subject to change.
### SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE (SCAC)
**DEADLINE FOR SUMMER STIPEND, MINI-GRANT, AND AY ASSIGNED TIME AWARDS**

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<td>- ASSIGNED TIME FOR AY 2006-2007 (FALL 2006 OR SPRING 2007)</td>
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<td>DUE IN DEPARTMENT OFFICE</td>
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<td>COMBINED SCAC APPLICATIONS DUE IN COLLEGE DEAN'S OFFICE</td>
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<td>10/19/05</td>
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<td>NOMINATIONS DUE IN ACADEMIC SENATE</td>
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<td>SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES</td>
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<tr>
<td>03/06/06</td>
<td>COLLEGE AWARDS COMMITTEES’ RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE</td>
</tr>
<tr>
<td>04/17/06</td>
<td>FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE</td>
</tr>
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</table>
ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>10/03/05</td>
<td>ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT MAKE FIRST ANNOUNCEMENT OF THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS FOR AWARDS IN SUMMER/FALL 2006 AND SPRING 2007.</td>
</tr>
<tr>
<td>02/01/06</td>
<td>ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT MAKE SECOND ANNOUNCEMENT OF THE EDUCATIONAL EFFECTIVENESS AWARD PROCESS FOR AWARDS IN SUMMER/FALL 2006 AND SPRING 2007.</td>
</tr>
<tr>
<td>04/28/06</td>
<td>PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD.</td>
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<tr>
<td>05/15/06</td>
<td>AWARDS ARE ANNOUNCED BY THE DIRECTOR, FCPD.</td>
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* All dates are subject to change.
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<th>TESTING TIMETABLE</th>
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<td><strong>AMERICAN COLLEGE TEST (ACT)</strong></td>
<td>OCTOBER 23 22 AND DECEMBER 10, 2005, FEBRUARY 11, APRIL 8 AND JUNE 10, 2006</td>
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<tr>
<td><strong>CHEM IIIA TEST</strong></td>
<td>JULY 27, AUGUST 31, AND NOVEMBER 9, 2005 JANUARY 11, JANUARY 25, APRIL 26, AND JUNE 14, 2006</td>
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<tr>
<td><strong>ENGLISH PLACEMENT TEST (EPT)</strong></td>
<td>JULY 16, AUGUST 20 AND DECEMBER 3, 2005 JANUARY 14, MARCH 18, MAY 6 AND JUNE 17, 2006</td>
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<td><strong>ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)</strong></td>
<td>JULY 16, AUGUST 20 AND DECEMBER 3, 2005 JANUARY 14, MARCH 18, MAY 6 AND JUNE 17, 2006</td>
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<td><strong>EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)</strong></td>
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<tr>
<td><strong>SAT I AND SAT II</strong></td>
<td>NOVEMBER 5, 2005 JANUARY 21, AND JUNE 3, 2006</td>
</tr>
<tr>
<td><strong>WRITING PROFICIENCY EXAMINATION (WPE)</strong></td>
<td>JULY 9, SEPTEMBER 24 AND NOVEMBER 19, 2005 FEBRUARY 25, APRIL 22 AND JULY 8, 2006</td>
</tr>
<tr>
<td><strong>WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)</strong></td>
<td>TBA</td>
</tr>
<tr>
<td><strong>WRITING PROFICIENCY EXAMINATION ESSAY READINGS</strong></td>
<td>JULY 23, OCTOBER 8 AND DECEMBER 10, 2005 MARCH 11, MAY 13 AND JULY 22, 2006</td>
</tr>
<tr>
<td><strong>WRITING PROFICIENCY EXAMINATION PRE-TEST READINGS</strong></td>
<td>SEPTEMBER 10, 2005</td>
</tr>
</tbody>
</table>

* All dates are subject to change.
JUNE 2005

27-7/8   WINTER 2006 PHASE I SCHEDULING ON-LINE
30-7/1   OVERNIGHT SOAR, -FRESHMEN (ALL MAJORS)

JULY 2005

1  SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)
1  DIRECT DEPOSIT POSTING (JUNE PAYROLL)
1  CENSUS DATE SUMMER SESSION II 2005
4  INDEPENDENCE DAY HOLIDAY OBSERVANCE, MONDAY (UNIVERSITY IS CLOSED)
6-9  SOAR – FRESHMEN (ALL MAJORS)
8  DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, E-FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
8  SPRING 2006 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
8  END OF SUMMER SESSION I 2005
9  WRITING PROFICIENCY EXAMINATION (WPE)
11  SUMMER BRIDGE BEGINS
11-8/19  SUMMER SESSION III 2005
12  SOAR – FRESHMEN (ALL MAJORS)
13/15  SOAR, ADVISING AND REGISTRATION - FRESHMEN (ALL MAJORS)
14-29  WINTER 2006 PHASE II SCHEDULING ONLINE
14  DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2005
15  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
TBA  WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
16  ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATH EXAMINATION (ELM)
19-23  SOAR, ADVISING AND REGISTRATION – FRESHMEN (ALL MAJORS)
22  CENSUS DATE SUMMER SESSION III 2005
23  WRITING PROFICIENCY EXAM ESSAY READING
26-30  OVERNIGHT SOAR - FRESHMEN (ALL MAJORS)
27  ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
27  CHEM IIIA TEST
29  DEADLINE FOR COLLEGES TO RETURN FINAL PROPOSALS FOR WINTER 2006 TO UCES
29  MCNAIR SCHOLARS RESEARCH PROGRAM ENDS

* All dates are subject to change.
AUGUST 2005

1 ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP.
1 PAYDAY AFTER 4:00 P.M. (JULY) ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL BY 4:00 P.M.
1 FIRST DAY OF INITIAL FILING OF SPRING 2006 ADMISSION APPLICATIONS
1 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2005 SEMESTER
1-31 INITIAL FILING PERIOD FOR SPRING 2006 ADMISSION
2 SOAR ADVISING AND REGISTRATION – TRANSFERS (ENGINEERING & NATURAL SCIENCES/MATHEMATICS)
2 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED FACULTY PROCESS
2 ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGES
2 DIRECT DEPOSIT POSTING (JULY PAYROLL)
3 SOAR, ADVISING AND REGISTRATION-TRANSFER (LIBERAL ARTS)
4 SOAR, ADVISING AND REGISTRATION-TRANSFER (BUSINESS ARTS)
5 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2005
5 SOAR, ADVISING AND REGISTRATION-TRANSFER (HEALTH AND HUMAN SERVICES)
5 UPWARD BOUND ENDS
6 SPRING 2006 PHASE II SCHEDULE BUILDING ACCESS BEGINS
6 SOAR, ADVISING AND REGISTRATION-TRANSFER (ALL MAJORS)
6 DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO UCES FOR WINTER 2006, FRIDAY, AUGUST 6, 2005
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
15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
17 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
17 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
19 SUMMER BRIDGE ENDS
19 END OF SUMMER SESSION III 2005

* All dates are subject to change.
AUGUST 2005

20 SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES–TRANSFERS

20 GRADUATE ORIENTATION PROGRAM

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

TBA EDUCATIONAL EQUITY TRANSFER STUDENT WORKSHOPS

22 DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2006 TO UCES

22 FALL 2005 STUDENT PARKING DECALS REQUIRED-DECALS EXPIRE 12/23/05

22 FACULTY/STAFF PARKING DECALS REQUIRED - ACADEMIC YEAR DECALS EXPIRE 6/2/06
FALL SEMESTER DECALS EXPIRE 12/23/05

22 FIRST DAY OF FALL 2005 SEMESTER

22 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 6/02/06

23 NEW INTERNATIONAL STUDENT ORIENTATION

24 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)

25 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2005

25-26 REGISTRATION UNAVAILABLE FOR FALL 2005

26 FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED

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

26 CONVOCATION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS

27 MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS

28-30 DEPARTMENTAL ADVISING

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

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

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

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

29 OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2005 THROUGH UCES

29 FIRST DAY OF CLASSES

29 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 2005

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 2006 ADMISSION AS AN UNDERGRADUATE TRANSFER STUDENT

31 CHEM IIIA TEST

SEPTEMBER 2005

1 DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)

2 INACTIVE COURSE REPORT DISTRIBUTED TO ASSOCIATE DEANS

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

6 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TEMPORARY FACULTY PROCESS

5 LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)

8 DEADLINE FOR DEPARTMENTS TO FORWARD FINAL PROOF FOR WINTER 2006 TO COLLEGE OFFICES

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

8 ADMISSIONS DAY (ADMISSIONS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON TUESDAY DECEMBER 27, 2005 WHEN THE UNIVERSITY WILL BE CLOSED)

10 WRITING PROFICIENCY READING PRE-TEST READINGS

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

12 DEADLINE FOR CREDIT BY EXAMINATION

12 DEADLINE TO USE WEB OR IVR TO ADD A COURSE

12 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 2005

14 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

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 (9/15/05-10/04/05)

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

15 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT ON PROMOTION CANDIDATES (9/15/05-10/04/05)

15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY (CLOSSES 2/07/06)

* All dates are subject to change.
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

16 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 8, 2005 (ENDS OCTOBER 7, 2005)

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

20 RESIDENCE DETERMINATION DATE FOR FALL 2005

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

23 INACTIVE COURSE REPORT DUE TO CURRICULUM OFFICE

23 SPRING 2006 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

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

24 WRITING PROFICIENCY EXAM (WPE)

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

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

26 LAST DAY FOR OPEN UNIVERSITY ENROLLMENT

26 GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES)

26 ON-CAMPUS RECRUITMENT (INTERVIEWS) BEGIN 10:00 A.M. – 2:00 P.M. AT FRIENDSHIP WALK (CAREER DEVELOPMENT CENTER)

26 CENSUS DATE FALL 2005

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

28 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.

30 THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) SHALL PROVIDE A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
30  FALL 2005 FACULTY EVALUATION PRE-PRINTED AND BLANK CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS

1  DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE SPRING 2006

1  DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS FOR LEAVES TAKEN DURING THE 2004-05 ACADEMIC YEAR OR THE SPRING 2006 SEMESTER

1  RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR SPRING 2006

3  DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)

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

1-11/30  INITIAL FILING PERIOD FOR FALL 2006 ADMISSION

3  ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT MAKE FIRST ANNOUNCEMENT THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARD PROCESS FOR AWARDS IN SUMMER/FALL 2006 AND SPRING 2007.

TBA  WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

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

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

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

4-5  MAJOR FAIR

5  FINANCIAL AID SECOND MAJOR CHECK DISBURSEMENT CHECKS MAILED

6  FACULTY SUPPER CLUB (TENTATIVE)

6-8  DEANS’ RETREAT

7  CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION

7  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  PROPOSED INACTIVE COURSES

8  WRITING PROFICIENCY EXAMINATION ESSAY READING

10-11  SPRING2006 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES

11  STUDENT SERVICES FAIR

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

* All dates are subject to change.
OCTOBER 2005

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

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

13  SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2006-07 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS

13  “CSULB FALL JOB AND INTERNSHIP FAIR” AT USU-LONG BEACH BALLROOM 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)

13  COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON WEDNESDAY, DECEMBER 28, 2005, WHEN THE UNIVERSITY WILL BE CLOSED)

14  ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY FALL 2005 ASSIGNED TIME ACCOUNTING REPORTS TO COLLEGE DEANS FOR VERIFICATION

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

14  DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR FALL 2005 FACULTY EVALUATIONS TO INSTITUTIONAL RESEARCH

14  PRELIMINARY FALL 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND PRELIMINARY FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION

14  CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD, DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, AND DISTINGUISHED FACULTY TEACHING AWARD

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

17  DEANS RETURN VERIFIED PRELIMINARY FALL 2005 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS

17  DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2006 OR SUMMER 2006 GRADUATION

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


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

21  ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH

21  FALL 2005 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS

22  AMERICAN COLLEGE TEST (ACT)

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

24  FALL 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH

26  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.

* All dates are subject to change.
OCTOBER 2005

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

28  FINAL FALL 2005 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO

28  INACTIVE COURSE CERTIFICATION

28  TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2006

28  SUMMER 2006 SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO COLLEGES/DEPARTMENTS AT MEETING

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

31  WINTER SESSION 2006 REGISTRATION BEGINS

NOVEMBER 2005

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

1  DEADLINE TO APPLY FOR SPRING 2006 LONDON SEMESTER

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

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

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

1  DEADLINE TO FILE RESIDENCY RECLASSIFICATION FOR SPRING 2006

1  DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)

2  SCHEDULE OF CLASSES, SPRING 2006, AVAILABLE IN THE BOOKSTORE

2  LATE SPRING 2006 RESIDENCE RECLASSIFICATION PROCESS FOR EARLY REGISTRATION $10 MISSED DEADLINE FEE

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

3  ACADEMIC AFFAIRS DISTRIBUTES SPRING 2006 NON-COLLEGE SUPPORTED ASSIGNED TIME LIST TO COLLEGE DEANS


3  FACULTY SUPPER CLUB (TENTATIVE)

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

6  SAT I AND SAT II

7  *FEE PAYMENT FOR SPRING 2006 REGISTRATION BEGINS

7  *SPRING 2006 REGISTRATION AND ADJUSTMENTS BEGINS

* All dates are subject to change.
NOVEMBER 2005

8 VOLUNTEER SHOWCASE AT FRIENDSHIP WALK 10:00 A.M. – 2:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)

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

9 CHEM IIIA TEST

11 VETERANS DAY OBSERVED, UNIVERSITY IS OPEN. (VETERANS DAY IS RESCHEDULED AND WILL BE OFFICIALLY OBSERVED ON FRIDAY, NOVEMBER 25, 2005 (WHEN UNIVERSITY IS CLOSED)

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

16 FALL 2005 FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO DEPARTMENTS

18 DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN’S SIGNATURE, FALL 2005

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

19 WRITING PROFICIENCY EXAMINATION (WPE)

21 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2006-07 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE

24-25 THANKSGIVING DAY, THURSDAY (UNIVERSITY IS CLOSED THURSDAY AND FRIDAY)

25 UNIVERSITY IS CLOSED. (VETERANS DAY, NOVEMBER 11, 2005, RESCHEDULED AND OFFICIALLY OBSERVED)

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

28 DEADLINE TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FOR FALL 2005 FROM BURSAR’S OFFICE

29 NO REFUND OF PARKING PERMIT FEES FOR FALL 2005

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

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

30 LAST DAY OF INITIAL FILING PERIOD FOR FALL 2006 ADMISSION FOR UNDERGRADUATES

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

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

DECEMBER 2005

1 DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2006

1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR FALL 2006 OR WINTER 2007 GRADUATION

* All dates are subject to change.
DECEMBER 2005

1. DEADLINE TO SUBMIT STAFFORD LOAN APPLICATION TO FINANCIAL AID FOR LOAN PERIOD ENDING DECEMBER 2005

1. DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)

2. DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE

2. FALL 2006 PHASE 1 SCHEDULE BUILDING MEETING-MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES

3. ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)

TBA. WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)

5. 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

7. FACULTY SUPPER CLUB (TENTATIVE)

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


9. CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS: SUBMITTED DECEMBER 2, 2005; ENDS JANUARY 13, 2006

9. LAST DAY OF INSTRUCTION, FALL 2005

9. DEADLINE TO DROP A COURSE FOR FALL 2005 (WITH THE DEAN’S APPROVAL)

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

10. AMERICAN COLLEGE TEST (ACT)

10. WRITING PROFICIENCY EXAMINATION ESSAY READING

12-17. FINAL EXAMS

12. FALL 2005 FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH

12. DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS REGARDING SABBATICAL LEAVES FOR THE 2006-07 ACADEMIC YEAR

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

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

19. DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2006-07 ACADEMIC YEAR

20. ALL SPRING 2006 MINI-GRANT AND 2006 SUMMER STIPEND AWARDS ANNOUNCED

22. DEADLINE TO SUBMIT GRADES FOR FALL 2005

* All dates are subject to change.
DECEMBER 2005

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 2006 EDUCATIONAL LEAVE WITHOUT PENALTY

23 DEADLINE TO FILE REQUEST FOR FALL 2005 EDUCATIONAL LEAVE WITH $10 MISSED DEADLINE FEE

23 LAST DAY OF FALL 2005 SEMESTER

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

24-1/23/06 WINTER RECESS

26 CHRISTMAS HOLIDAY OBSERVED, MONDAY, DECEMBER 26. (UNIVERSITY IS CLOSED)

27 UNIVERSITY IS CLOSED, (ADMISSIONS DAY, SEPTEMBER 9, 2005 RESCHEDULED AND OFFICIALLY OBSERVED TUESDAY, DECEMBER 27, 2005)

28 UNIVERSITY IS CLOSED (COLUMBUS DAY, OCTOBER 13, 2005, RESCHEDULED AND OFFICIALLY OBSERVED WEDNESDAY, DECEMBER 28, 2005)

29 UNIVERSITY IS CLOSED (LINCOLN'S BIRTHDAY, FEBRUARY 12, 2006, RESCHEDULED AND OFFICIALLY OBSERVED WEDNESDAY, DECEMBER 29, 2005 & THURSDAY, DECEMBER 29, 2005)

30 UNIVERSITY IS CLOSED, FRIDAY (DEPENDING UPON THE APPROPRIATE MEMORANDA OF UNDERSTANDING, EMPLOYEES SHALL BE REQUIRED TO USE ACCRUED CTO OR VACATION TIME TO COVER THIS DAY OF CLOSURE OR AN EMPLOYEE MAY CHOOSE TO USE HIS/HER PERSONAL HOLIDAY, OR BE DOCKED FOR FRIDAY, DECEMBER 30, 2005)

JANUARY 2006

2 NEW YEAR'S DAY (OBSERVED-UNIVERSITY IS CLOSED)

2-2/15 STUDENTS RECEIVE RENEWAL FAFSA (FINANCIAL AID FORM) FOR 2006-07 FROM FEDERAL PROCESSOR

2 WINTER SESSION PARKING DECALS REQUIRED - DECALS EXPIRE 1/27/06

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 2006

3-23 WINTER SESSION 2006

4 SOAR ACADEMIC ADVISOR TRAINING
JANUARY 2006

6 SOAR, ADVISING AND REGISTRATION FOR SPRING 2006(NATURAL SCIENCES, MATHEMATICS AND ENGINEERING)

9 SOAR, ADVISING AND REGISTRATION FOR SPRING 2006 LIBERAL ARTS

10 SOAR, ADVISING AND REGISTRATION FOR SPRING 2006 (ARTS)

10 2006-07 FINANCIAL AID APPLICATIONS AVAILABLE-CAL GRANTS AND STATE AND FEDERAL FINANCIAL AID PROGRAMS

11 SOAR, ADVISING AND REGISTRATION FOR SPRING 2006 (HEALTH AND HUMAN SERVICES)

11 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)

11 CHEM IIIA TEST

12 SOAR, ADVISING AND REGISTRATION FOR SPRING 2006 (BUSINESS ADMINISTRATION)

13 FALL 2006 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

14 CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION

TBA EDUCATIONAL EQUITY SERVICES TRANSFER STUDENT WORKSHOP

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

15 FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR FALL 2005 MAILED

16 MARTIN LUTHER KING, JR. HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)

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

17 SPRING 2006 RESIDENCE PARKING PERMITS REQUIRED – PERMITS EXPIRE 06/03/06

17 SPRING 2006 FACULTY/STAFF/STUDENT PARKING PERMITS REQUIRED – PERMITS EXPIRE 06/03/06

17 INTERNATIONAL STUDENT ORIENTATION

18 EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)

18 FALL 2005 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS

19-21 DEPARTMENTAL ADVISING

20 SOAR - ORIENTATION TO CAMPUS LIFE AND RESOURCES

20 *SPRING 2006 REGISTRATION UNAVAILABLE

20 SUMMER 2006 SCHEDULE BUILDING ENDS

24 LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2005 PARKING PERMIT FEES (BURSAR’S OFFICE)

20 FINANCIAL AID FIRST MAJOR CHECK DISBURSEMENT CHECKS MAILED

20 FALL 2006 PHASE II SCHEDULE BUILDING ACCESS BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES

* All dates are subject to change.
JANUARY 2006

21
SAT I AND SAT II

22-24
DEPARTMENTAL ADVISING

23
LAST DAY OF CLASS, WINTER SESSION 2006

24
LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES

24
DEADLINE TO REGISTER FOR SPRING 2006 WITHOUT PAYMENT OF LATE REGISTRATION FEE OF $25

24
FIRST SUBMISSION OF FACULTY ASSIGNED TIME
COLLEGES FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
1. ASSIGNED TIME SUMMARY SHEET
2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTU (EXCLUDING CODES: 11, 18, 21A, 21C, 31 & 32)
3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET)
   FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS

25
RESIDENCY DETERMINATION DATE FOR SPRING 2006

25
SPRING 2006 REGISTRATION INCLUDES A $25 LATE REGISTRATION FEE

25
PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)

25
FIRST DAY OF SPRING 2006 SEMESTER

25
CHEM IIIA TEST

25
SPRING 2006 OPEN UNIVERSITY ENROLLMENT BEGINS THROUGH UCES.

25
FALL 2005 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY

26
COLLEGE DEANS FORWARD THE FOLLOWING TO ACADEMIC AFFAIRS:
   - REQUEST FORMS FOR ASSIGNMENTS TOTALING MORE THAN 6 WTU
     (DO NOT FORWARD CODES: 11, 18, 21a, 21c, 31, 32)
   - ASSIGNED TIME SUMMARY SHEET (FIRST SUBMISSION)

26
OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS (ETF) FOR SPRING FERPS (CLOSES 3/1/06)

26
DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT.

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

27
DEADLINE TO SUBMIT GRADE ROSTERS FOR WINTER SESSION 2006

27
DEADLINE FOR DEANS’ REVIEW FOR RETENTION OF FACULTY IN THEIR 1ST OR 2ND PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE.

28
ACADEMIC AFFAIRS (AA) NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE FIRST SUBMISSION, WHICH WERE DISAPPROVED

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 2006

1. Academic Personnel conducts Retirement and FERP Workshop in the Faculty Center for Professional Development Gallery (Library 5th Floor) 10:00AM – 12:00 Noon

1. Deadline for Application for CSU International Programs (IP)

1. Direct Deposit Posting Date (January Payroll)

1. Associate Vice President (Academic Personnel) and Director, Faculty Center for Professional Development make second announcement of the Educational Effectiveness Award process.

2. Academic Affairs notifies Deans of any assigned time requests from first submission, which were disapproved.

2. Academic Affairs announces Sabbatical Leave Awards for 2006-07 Academic Year

6. Campus-wide Emergency Evacuation Drill 10:15 AM.

7. Deadline for Tenured Faculty scheduled for periodic evaluation to submit materials to Department Peer Committee (including Academic Year FERP Faculty)

7. Deadline for Probationary Faculty scheduled for periodic evaluation (“Mini-Review”) to submit materials to Department Peer Committee

8. Last day to use Web or IVR to add a course

8. Deadline for Credit by Examination

8. Deadline to drop or withdraw without signatures of instructor and Chair drop without "W" grade

8. Deadline to reduce units to part-time and still receive 100% refund of adjusted State University fees and non-resident tuition

11. American College Test (ACT)

12. Lincoln’s Birthday, Tuesday, February 14, Campus Open. (Lincoln’s Birthday was officially observed on Thursday, December 29, 2005, when the University was closed)

12. Last day to apply for a 100% refund of Athletic Pass (S.A.R.) [Proposed]

13. Supporting materials from nominees for Distinguished Faculty Awards (Outstanding Professor Award, and Nicholas Perkins Hardeeman Academic Leadership Award) due to College Offices

14. Second Submission of Faculty Assigned Time Colleges forward the following to Academic Affairs:
   1. Revised Assigned Time Summary Sheet
   2. Assigned Time Request Forms for Assignments totaling 7 or more WTU (excluding codes: 11, 18, 21A, 21C, 31, & 32)
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time funded by CSULB Foundation Accounts

15. Last day to add a course, Spring 2006; 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 by Vice President, of Academic Affairs, (delegated to Deans when Dean decision is positive.)

15. Payday: Student Assistants, Work-Study Assistants, and Temporary Help

* All dates are subject to change.
FEBRUARY 2006

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

20 PRESIDENT'S DAY, MONDAY (UNIVERSITY IS CLOSED)

20 LAST DAY TO ADD A COOPERATIVE EDUCATION COURSE, SPRING 2006


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

21 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2006-07 TO THE DEPARTMENTAL LEAVE COMMITTEE

22 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES

22 CENSUS DATE, SPRING 2006

22 ACADEMIC AFFAIRS FORWARDS SPRING 2006 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH

24 FALL 2006 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 WRITING PROFICIENCY EXAMINATION (WPE)

26 DEADLINE FOR SUBMISSION OF FALL 2006 CREDIT COURSE PROPOSALS TO UNIVERSITY COLLEGE & EXTENSION SERVICES

27 SPRING 2006 FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS

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

27 ON-CAMPUS RECRUITMENT (INTERVIEWS) BEGIN (CAREER DEVELOPMENT CENTER)

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 2006-07 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN COLLEGE DEANS' OFFICE

28 “ENGINEERING, SCIENCE, AND TECHNOLOGY JOB FAIR” AND AT USU – SECOND FLOOR – 1:00 P.M. – 5:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 2006</td>
<td>LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE</td>
</tr>
<tr>
<td>1</td>
<td>DEADLINE FOR SPRING FERP FACULTY TO HAVE PERIODIC EVALUATION MATERIALS (ETF) SUBMITTED TO DEPARTMENT PEER COMMITTEE</td>
</tr>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>1</td>
<td>DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE, DIFFERENCE-IN-PAY LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN DURING THE FALL 2005 SEMESTER.</td>
</tr>
<tr>
<td>1</td>
<td>FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED</td>
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<tr>
<td>1</td>
<td>RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL 2006 EARLY REGISTRATION</td>
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<tr>
<td>1</td>
<td>DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2006 OR WINTER 2007 GRADUATION</td>
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<td>FACULTY SUPPER CLUB (TENTATIVE)</td>
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<td>2</td>
<td>DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)</td>
</tr>
<tr>
<td>2</td>
<td>FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2006-07</td>
</tr>
<tr>
<td>3</td>
<td>DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE</td>
</tr>
<tr>
<td>3</td>
<td>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:</td>
</tr>
<tr>
<td>3</td>
<td>1. REVISED ASSIGNED TIME SUMMARY SHEET</td>
</tr>
<tr>
<td>3</td>
<td>2. ASSIGNED TIME CHANGE REQUESTS AND ASSIGNED TIME REQUEST FORMS</td>
</tr>
<tr>
<td>3</td>
<td>3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION ACCOUNTS</td>
</tr>
<tr>
<td>3</td>
<td>STUDENT RESEARCH COMPETITION</td>
</tr>
<tr>
<td>4</td>
<td>NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE</td>
</tr>
<tr>
<td>4</td>
<td>DEANS RETURN VERIFIED PRELIMINARY SPRING 2006 ASSIGNED TIME ACCOUNTING REPORTS TO ACADEMIC AFFAIRS</td>
</tr>
<tr>
<td>TBA</td>
<td>WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)</td>
</tr>
<tr>
<td>6</td>
<td>SUMMER 2006 INFORMATION GUIDE AVAILABLE</td>
</tr>
<tr>
<td>6</td>
<td>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</td>
</tr>
<tr>
<td>7</td>
<td>ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CHANGES/CORRECTIONS TO INSTITUTIONAL RESEARCH</td>
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</table>

* All dates are subject to change.
MARCH 2006

10 DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR SPRING 2006 FACULTY EVALUATION TO INSTITUTION RESEARCH

10 PRELIMINARY SPRING 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION

11 WRITING PROFICIENCY EXAMINATION ESSAY READING

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

13 *SUMMER 2006 REGISTRATION BEGINS

13 DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS ON DIFFERENCE-IN-PAY LEAVES FOR 2006-07

13-14 FALL 2006 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES

14 ALL 2006-2007 ACADEMIC YEAR ASSIGNED TIME APPLICATIONS DUE IN OFFICE OF UNIVERSITY RESEARCH

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

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 DEAN RECOMMENDATION IS NEGATIVE.

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

16 INTERNSHIP ESSAY CONTEST, TBA (SPONSORED BY THE CAREER DEVELOPMENT CENTER)

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

20 REDISCOVER THE BEACH

20 DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS ON DIFFERENCE-IN-PAY LEAVES FOR 2006-07

20 CORRECTED SPRING 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED BY COLLEGES TO INSTITUTIONAL RESEARCH

21 SPRING 2006 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS

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

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

24 FINAL SPRING 2006 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES

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

28-29 MAJOR FAIR

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

30 PAYDAY AFTER 4:00 P.M. (MARCH) – ELECTRONIC AND PAPER COPY OF SALARIED EMPLOYEES

* All dates are subject to change.
ATTENDANCE REPORT AND HOURLY INTERMITTENT VOUCHERS DUE IN PAYROLL
BY 4:00 P.M.

30 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2006

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

APRIL 2006

1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER 2006 AND FALL 2006

1 DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE FALL 2006

1 DEADLINE FOR FACULTY TO SUBMIT REQUESTS TO DEANS VIA DEPARTMENT CHAIRS TO TAKE LEAVES WITHOUT PAY DURING THE FALL 2006 SEMESTER OR THE 2006-07 ACADEMIC YEAR

2 LATE RESIDENCY RECLASSIFICATION PROCESS BEGINS FOR FALL 2006. $10 MISSED DEADLINE FEE

3 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)

3 FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING DIFFERENCE-IN-PAY LEAVES FOR 2006-07

5 FACULTY SUPPER CLUB (TENTATIVE)

5 SCHEDULE OF CLASSES, FALL 2006 AVAILABLE IN THE BOOKSTORE

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

8 AMERICAN COLLEGE TEST (ACT)

10-14 SPRING RECESS (NO CLASSES)

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

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

17 DECISIONS ON FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE

17 *REGISTRATION AND ADJUSTMENTS FOR FALL 2006 BEGINS

17 DEADLINE FOR DEAN'S REVIEW (TENURE)

18 LAST DAY TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE

19 NO REFUND FOR PARKING PERMIT FEES FOR SPRING 2006

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 "SPRING JOB FAIR" AT USU – SECOND FLOOR, 1:00P.M. – 5:00P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)

20 SPRING 2006 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS

21 SOUTH ASIA DAY

* All dates are subject to change.
APRIL 2006

21 SOAR, PEER ACADEMIC ADVISING TRAINING
21 DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2006
22 WRITING PROFICIENCY EXAMINATION (WPE)
24 DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE.
25 INTERNATIONAL STUDENT GRADUATION RECEPTION
26 CHEM IIIA TEST
27 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
28 SOAR PEER ACADEMIC ADVISING TRAINING
28 ACADEMIC DAY KALEIDOSCOPE
28 DEADLINE FOR DEAN'S REVIEW (PROMOTIONS), IF DEAN RECOMMENDATION IS NEGATIVE.
28 PROPOSAL S FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE DUE IN THE FCPD
28 REMINDER FOR PART-TIME FACULTY, TEACHING ASSISTANTS, AND GRADUATE ASSISTANTS WHO ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
29 KALEIDOSCOPE FESTIVAL
29 ALL 2006-07 AY SCAC ASSIGNED TIME APPLICATIONS DUE IN DEPARTMENT OFFICE

MAY 2006

TBA WRITING PROFICIENCY EXAM (MAKE-UP TEST)
TBA DEADLINE FOR SUBMISSIONS FOR INTERNSHIP ESSAY COMPETITION (CAREER DEVELOPMENT CENTER)
TBA FACULTY RETIREMENT LUNCHEON
1 DEADLINE TO SUBMIT 2005-06 STAFFORD LOAN APPLICATIONS TO FINANCIAL AID
1 INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA AND NEW ZEALAND
1 FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2007 OR SUMMER 2007 GRADUATION 2 DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
1 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.
5 FACULTY SUPPER CLUB (TENTATIVE)
5 SOAR, PEER ACADEMIC ADVISING TRAINING
5 SPRING 2007 PHASE I SCHEDULE BUILDING BEGINS - MATERIALS DISTRIBUTED TO DEPARTMENTS/COLLEGES AT MEETING
6 ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH TEST (ELM)
6 ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
11 FACULTY SUPPER CLUB (TENTATIVE)
11 UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION AT 4:00 P.M. – 6:00 P.M.

* All dates are subject to change.
12 SOAR, PEER ACADEMIC ADVISING TRAINING
12 UNIVERSITY FACULTY ACHIEVEMENT AWARDS CELEBRATION
12 LAST DAY OF CLASSES, SPRING 2006
12 DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2006
13 WRITING PROFICIENCY EXAMINATION ESSAY READINGS
15 ENHANCING EDUCATIONAL EFFECTIVENESS AWARDS ARE ANNOUNCED BY FCPD DIRECTOR
15 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15-20 FINAL EXAMINATIONS, SPRING 2006
15 SPRING 2006 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 DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS.
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)
19 DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
23 LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2005-06 AWARDS
TBA EES GRADUATE RECOGNITION DAY (EDUCATIONAL EQUITY SERVICES)
24, 25, 26 COMMENCEMENT CEREMONIES
25 DEADLINE TO SUBMIT GRADES FOR SPRING 2006
26 ELECTRONIC SARS, STUDENT VOUCHERS AND SIGNED PAPER COPY OF SARS DUE IN PAYROLL BY 3:00 P.M.
26 LAST DAY OF SPRING 2006 SEMESTER
26 DEADLINE TO FILE REQUEST FOR SPRING 2006 EDUCATIONAL LEAVE WITH $10 MISSED DEADLINE FEE
26 DEADLINE TO FILE REQUEST FOR FALL 2006 EDUCATIONAL LEAVE WITHOUT PENALTY
27 FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICE
27 ALUMNI AWARDS BANQUET (TENTATIVE)
29 MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
29 2006/07 EMPLOYEE PARKING PERMITTS REQUIRED (FULL YEAR DECALS BEGIN 5/29/06; ACADEMIC YEAR DECALS BEGIN 8/21/06; FALL PERMITS BEGIN 8/21/06, END 12/22/06
30 INSTRUCTION BEGINS SUMMER SESSION I
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.

* All dates are subject to change.
MAY 2006

30-7/7  SUMMER SESSION ONE

30-8/18  SUMMER SESSIONS - 2006

JUNE 2006

1  RESIDENCY DETERMINATION DATE FOR SUMMER 2007

1  DEADLINE FOR FINAL DECISION ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR FROM VICE PRESIDENT FOR ACADEMIC AFFAIRS. (FINAL DECISION DELEGATED TO DEAN WHEN DEAN DECISION IS POSITIVE.)

1  DEADLINE FOR FINAL DECISION ON TENURE (VICE PRESIDENT ACADEMIC AFFAIRS)

1  DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)

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

2  FACULTY REPORTS ON WORK ACCOMPLISHED WITH SPRING 2006 ASSIGNED TIME DUE IN COLLEGE DEANS’ OFFICE

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

3  SAT I AND SAT II

6-9  SOAR PEER ACADEMIC ADVISOR TRAINING (TENTATIVE)

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

10  AMERICAN COLLEGE TEST (ACT)

11  SUMMER BRIDGE BEGINS

12-15  SOAR PEER ACADEMIC ADVISOR TRAINING (TENTATIVE)

13  MCNAIR SCHOLARS RESEARCH PROGRAM BEGINS

14  CHEM IIIA TEST

15  DEADLINE FOR FINAL DECISION BY VICE PRESIDENT FOR ACADEMIC AFFAIRS FOR FACULTY PROMOTIONS (FINAL DECISION DELEGATED TO DEANS WHEN DEAN DECISION IS POSITIVE.)

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

15  SPRING 2006 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS

16  FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR 2005-2006 ACADEMIC YEAR MAILED

17  ENGLISH PLACEMENT TEST (EPT)

17  ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

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

19  SUMMER SESSION II 2006

* All dates are subject to change.
**JUNE 2006**

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

21  SOAR - TRANSFERS (ARTS) (TENTATIVE)


22  SOAR – TRANSFERS (LIBERAL ARTS) (TENTATIVE)

22  SPRING 2006 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS RETURNED TO THE DEPARTMENTS FOR DISTRIBUTION TO THE FACULTY

24  SOAR – FRESHMEN (PRESIDENT SCHOLARS AND NATURAL SCIENCES AND MATHEMATICS) (TENTATIVE)

25  UPWARD BOUND SUMMER PROGRAM BEGINS

6/27-7/8  WINTER 2006 SCHEDULING PHASE I BEGINS - ENDS

27  SOAR – TRANSFERS (BUSINESS) (TENTATIVE))

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

28  SOAR, TRANSFERS – (HEALTH AND HUMAN SERVICES) (TENTATIVE)

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 2006**

3  DIRECT DEPOSIT POSTING DATE (JUNE PAYROLL)

4  INDEPENDENCE DAY HOLIDAY, UNIVERSITY IS CLOSED

6-8  SOAR – FRESHMEN (TENTATIVE)

7  SPRING 2007 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

8  WINTER 2006 SCHEDULING PHASE I ENDS

8  DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, ELECTRONIC FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM

8  WRITING PROFICIENCY EXAMINATION (WPE)

10  EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS

10-8/18  SUMMER SESSION III 2006

11-15  SOAR – FRESHMEN (TENTATIVE)

18-21  SOAR – FRESHMEN (TENTATIVE)

TBA  WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

* All dates are subject to change.
JULY 2006

22    WRITING PROFICIENCY EXAMINATION ESSAY READING
25    SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES) (TENTATIVE)
26    SOAR - TRANSFERS (BUSINESS) (TENTATIVE)
27    SOAR – TRANSFERS (LIBERAL ARTS) (TENTATIVE)
28    SOAR – TRANSFERS (NATURAL SCIENCES/MATHEMATICS & ENGINEERING) (TENTATIVE)
29    SOAR - TRANSFERS (ALL MAJORS) (TENTATIVE)
29    RONALD E. MCNAIR SUMMER PROGRAM ENDS

AUGUST 2006

1-5    SOAR FRESHMEN (ALL MAJORS) (TENTATIVE)
16-17  SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES - FRESHMEN (TENTATIVE)
18    SOAR, ADVISING AND REGISTRATION - ORIENTATION TO CAMPUS LIFE AND RESOURCES - TRANSFERS (TENTATIVE)
18    EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS

* All dates are subject to change.