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## VARIOUS DEADLINES

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## AWARDS:

- SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE DEADLINE FOR SUMMER STIPEND, MINI-GRANT, AND AY ASSIGNED TIME AWARDS... 10
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## TESTING TIMETABLE

- 11

## ADMINISTRATIVE CALENDAR

- 12-34
## 2009-10 Calendar

<table>
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<th>Month</th>
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<tr>
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## CLASS SCHEDULE BUILDING ACCESS DEADLINES*

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>6/24/09</td>
<td>WINTER 2010 SCHEDULE BUILDING ON-LINE ACCESS BEGINS</td>
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<tr>
<td>7/06/09</td>
<td>SPRING 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/</td>
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<tr>
<td></td>
<td>COLLEGES ENDS</td>
</tr>
<tr>
<td>8/03/09</td>
<td>SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS</td>
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<tr>
<td>8/26/09</td>
<td>WINTER 2010 SCHEDULE BUILDING ON-LINE ACCESS ENDS</td>
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<tr>
<td>10/02/09</td>
<td>SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/</td>
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<td>COLLEGES ENDS</td>
</tr>
<tr>
<td>10/12/09</td>
<td>SCHEDULE OF CLASSES, SPRING 2010, AVAILABLE ONLINE</td>
</tr>
<tr>
<td>10/23/09</td>
<td>SUMMER 2010 SCHEDULE BUILDING ACCESS BEGINS</td>
</tr>
<tr>
<td>12/04/09</td>
<td>FALL 2010 PHASE I SCHEDULE BUILDING ACCESS BEGINS</td>
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<td>1/22/10</td>
<td>FALL 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/</td>
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<td></td>
<td>COLLEGES ENDS</td>
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<tr>
<td>2/01/10</td>
<td>FALL 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS</td>
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<td>2/19/10</td>
<td>SUMMER 2010 SCHEDULE BUILDING ACCESS ENDS</td>
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<tr>
<td>3/01/10</td>
<td>SCHEDULE OF CLASSES, SUMMER 2010, AVAILABLE ONLINE</td>
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<tr>
<td>3/05/10</td>
<td>FALL 2010 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/</td>
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<tr>
<td></td>
<td>COLLEGES ENDS</td>
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<tr>
<td>3/15/10</td>
<td>SCHEDULE OF CLASSES, FALL 2010, AVAILABLE ONLINE</td>
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<td>5/07/10</td>
<td>SPRING 2011 PHASE I SCHEDULE BUILDING ACCESS BEGINS</td>
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*ALL DATES ARE SUBJECT TO CHANGE*
## CURRICULUM DEVELOPMENT DEADLINES

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

## FACULTY WORKLOAD REPORTING PROCESS (FAD) DEADLINES

<table>
<thead>
<tr>
<th>FALL DATE</th>
<th>EVENT INFORMATION</th>
<th>SPRING DATE</th>
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<tbody>
<tr>
<td>09/25/09</td>
<td>ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH</td>
<td>02/19/10</td>
</tr>
<tr>
<td>10/16/09</td>
<td>FACULTY ASSIGNMENTS BY DEPARTMENT REPORT (FAD) AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION</td>
<td>03/12/10</td>
</tr>
<tr>
<td>10/29/09</td>
<td>FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH</td>
<td>03/25/10</td>
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<tr>
<td>11/12/09</td>
<td>FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES</td>
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## FACULTY ASSIGNED TIME DEADLINES

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<th>SPRING DATE</th>
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<tbody>
<tr>
<td>7/31/09</td>
<td>ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS</td>
<td>01/04/10</td>
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<tr>
<td>09/11/09</td>
<td>FIRST SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA: 1. ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 &amp; 32) 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS</td>
<td>02/05/10</td>
</tr>
<tr>
<td>09/15/09</td>
<td>AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM FIRST SUBMISSION WHICH WERE DISAPPROVED</td>
<td>02/09/10</td>
</tr>
<tr>
<td>09/18/09</td>
<td>SECOND SUBMISSION OF FACULTY ASSIGNED TIME COLLEGES FORWARD THE FOLLOWING TO AA: 1. REVISED ASSIGNED TIME SUMMARY SHEET 2. ASSIGNED TIME REQUEST FORMS FOR ASSIGNMENTS TOTALING 7 OR MORE WTUS (EXCLUDING CODES: 11, 18, 21A, 21C, 31 &amp; 32) 3. CSULB FOUNDATION FACULTY REIMBURSED PAYROLL (BLUE SHEET) FOR ASSIGNED TIME FUNDED BY CSULB FOUNDATION PROJECTS</td>
<td>02/12/10</td>
</tr>
<tr>
<td>09/22/09</td>
<td>AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED</td>
<td>02/16/10</td>
</tr>
<tr>
<td>09/25/09</td>
<td>AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH</td>
<td>02/19/10</td>
</tr>
<tr>
<td>10/02/09</td>
<td>AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT &amp; FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION</td>
<td>02/26/10</td>
</tr>
<tr>
<td>10/09/09</td>
<td>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 PROJECTS</td>
<td>03/05/10</td>
</tr>
<tr>
<td>10/13/09</td>
<td>AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH</td>
<td>03/09/10</td>
</tr>
<tr>
<td>12/11/09</td>
<td>FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS’ OFFICES</td>
<td>05/14/10</td>
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### SABBATICAL LEAVE DEADLINES

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<tr>
<th>DATE</th>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/09</td>
<td>DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN SPRING 2009</td>
</tr>
<tr>
<td>10/19/09</td>
<td>SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2009-10 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS</td>
</tr>
<tr>
<td>11/16/09</td>
<td>DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2009-10 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE</td>
</tr>
<tr>
<td>12/14/09</td>
<td>DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS</td>
</tr>
<tr>
<td>12/21/09</td>
<td>DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2009-10 ACADEMIC YEAR</td>
</tr>
<tr>
<td>02/01/10</td>
<td>FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS</td>
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<tr>
<td>04/01/10</td>
<td>DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN IN FALL 2009</td>
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### DIFFERENCE-IN-PAY LEAVE DEADLINES

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Information</th>
</tr>
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<tbody>
<tr>
<td>12/01/09</td>
<td>Open period begins to provide information concerning candidates for periodic evaluation (mini review) of probationary faculty (closes 2/05/10)</td>
</tr>
<tr>
<td>02/05/10</td>
<td>Deadline for probationary faculty scheduled for periodic evaluation (mini review) to submit materials to department peer committee</td>
</tr>
<tr>
<td>TBA</td>
<td>Deans shall establish their own deadlines for submission of periodic evaluations of probationary faculty (mini review and PDP) from department to college</td>
</tr>
<tr>
<td>05/17/10</td>
<td>Deadline for deans to submit periodic evaluations (mini reviews) and professional development plans (PDP) of probationary faculty to faculty affairs</td>
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## Periodic Evaluation of Tenured Faculty, Including FERP

<table>
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<th>Date</th>
<th>Event Information</th>
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<tbody>
<tr>
<td>09/15/09</td>
<td>Open period begins to provide information concerning candidates for evaluation of tenured faculty (ETF), including academic year and fall FERP faculty (closes 10/02/09 for fall FERP faculty and 2/05/10 for academic year faculty and spring FERP faculty)</td>
</tr>
<tr>
<td>10/02/09</td>
<td>Deadline for fall FERP faculty scheduled for periodic evaluations (ETF) to submit materials to department peer committee</td>
</tr>
<tr>
<td>12/01/09</td>
<td>Open period begins to provide information concerning candidates for periodic evaluation (ETF) for spring semester FERPs (closes 2/05/10)</td>
</tr>
<tr>
<td>12/18/09</td>
<td>Deadline for deans to submit fall FERP faculty periodic evaluations to faculty affairs</td>
</tr>
<tr>
<td>02/05/10</td>
<td>Deadline for tenured faculty scheduled for periodic evaluation (ETF) to submit materials to department peer committee (including academic year FERP and spring FERP faculty)</td>
</tr>
<tr>
<td>05/17/10</td>
<td>Suggested deadline for department/library peer committees to submit periodic evaluations of tenured faculty (ETF) to deans</td>
</tr>
<tr>
<td>12/19/10</td>
<td>Fall deadline for deans to submit final 2009-10 periodic evaluations of tenured faculty (ETF) to faculty affairs</td>
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## REAPPOINTMENT, TENURE, AND PROMOTION DEADLINES

<table>
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<th>EVENT INFORMATION</th>
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<tbody>
<tr>
<td>8/15/09</td>
<td>FACULTY AFFAIRS ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP</td>
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<tr>
<td>9/08/09</td>
<td>FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER, 10:30 A.M.–12:00 P.M.</td>
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<tr>
<td>9/09/09</td>
<td>FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE AND PROMOTION (RTP) WORKSHOP IN ANATOL CENTER, 3:00 P.M. – 4:30 P.M.</td>
</tr>
<tr>
<td>9/15/09</td>
<td>DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO FACULTY AFFAIRS FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY</td>
</tr>
<tr>
<td>9/15/09</td>
<td>DEADLINE FOR FACULTY TO NOTIFY FACULTY AFFAIRS, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION</td>
</tr>
<tr>
<td>9/15/09</td>
<td>OPEN PERIOD TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR REAPPOINTMENT, TENURE, AND/OR PROMOTION CANDIDATES (9/15/09-10/02/09)</td>
</tr>
<tr>
<td>10/02/09</td>
<td>DEADLINE FOR ALL CANDIDATES FOR REAPPOINTMENT OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE</td>
</tr>
<tr>
<td>10/16/09</td>
<td>DEADLINE FOR CANDIDATES FOR PROMOTION ONLY TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE</td>
</tr>
<tr>
<td>11/06/09</td>
<td>DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 3RD PROBATIONARY YEAR</td>
</tr>
<tr>
<td>11/24/09</td>
<td>DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR</td>
</tr>
<tr>
<td>11/24/09</td>
<td>DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENDURE</td>
</tr>
<tr>
<td>12/14/09</td>
<td>DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTION ONLY (INCLUDING CHAIR'S REVIEW, IF ANY)</td>
</tr>
<tr>
<td>12/14/09</td>
<td>DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR REAPPOINTMENT OF FACULTY IN THEIR 3RD PROBATIONARY YEAR</td>
</tr>
<tr>
<td>2/26/10</td>
<td>DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR ALL TENURE DECISIONS AND ALL REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR DECISIONS</td>
</tr>
<tr>
<td>3/12/10</td>
<td>DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR PROMOTION ONLY</td>
</tr>
<tr>
<td>3/12/10</td>
<td>DEADLINE FOR DEAN'S REVIEW FOR REAPPOINTMENT OF FACULTY IN THEIR 3RD PROBATIONARY YEAR IF DEAN'S RECOMMENDATION IS NEGATIVE</td>
</tr>
<tr>
<td>4/04/10</td>
<td>DEADLINE FOR DEAN’S REVIEW OF PROMOTION ONLY</td>
</tr>
<tr>
<td>4/15/10</td>
<td>DEADLINE FOR DEAN’S REVIEW FOR ALL TENURE DECISIONS</td>
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REAPPOINTMENT, TENURE, AND PROMOTION
DEADLINES (Continued)

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>12/01/09</td>
<td>EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY FACULTY AFFAIRS TO THE COLLEGE OFFICES FOR DISTRIBUTION</td>
</tr>
<tr>
<td>3/01/10</td>
<td>SUGGESTED DEADLINE FOR SUBMISSION OF RANGE ELEVATION MATERIALS BY ELIGIBLE LECTURERS</td>
</tr>
<tr>
<td>4/19/10</td>
<td>SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN</td>
</tr>
<tr>
<td>5/03/10</td>
<td>SUGGESTED DEADLINE FOR DEAN’S FINAL DECISION ON RANGE ELEVATION forwarded TO LECTURER AND DEPARTMENT</td>
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UNIVERSITY BOOKSTORE
REQUISITION DEADLINES

<table>
<thead>
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<th>EVENT INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>10/30/09</td>
<td>TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2010</td>
</tr>
<tr>
<td>3/26/10</td>
<td>TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2010</td>
</tr>
</tbody>
</table>
SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE (SCAC) DEADLINES FOR SUMMER STIPEND AND MINI-GRANT AWARDS

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/21/09</td>
<td>COMBINED SCAC APPLICATIONS FOR:</td>
</tr>
<tr>
<td></td>
<td>-MINI GRANTS FOR SPRING 2010</td>
</tr>
<tr>
<td></td>
<td>-SUMMER STIPENDS FOR SUMMER 2010</td>
</tr>
<tr>
<td></td>
<td>DUE IN DEPARTMENT OFFICE</td>
</tr>
<tr>
<td>9/23/09</td>
<td>COMBINED SCAC APPLICATIONS FOR:</td>
</tr>
<tr>
<td></td>
<td>-MINI GRANTS FOR SPRING 2010</td>
</tr>
<tr>
<td></td>
<td>-SUMMER STIPENDS FOR SUMMER 2010</td>
</tr>
<tr>
<td></td>
<td>DUE IN COLLEGE DEAN’S OFFICE</td>
</tr>
<tr>
<td>10/05/09</td>
<td>WORK ACCOMPLISHED REPORTS FOR 2008-09 ASSIGNED TIME, 2007-2008 MINI-GRANT AND 2009 SUMMER STIPEND DUE IN THE OFFICE OF UNIVERSITY RESEARCH</td>
</tr>
<tr>
<td>10/14/09</td>
<td>COMBINED SCAC APPLICATIONS FOR:</td>
</tr>
<tr>
<td></td>
<td>-MINI GRANTS FOR SPRING 2010</td>
</tr>
<tr>
<td></td>
<td>-SUMMER STIPENDS FOR SUMMER 2010</td>
</tr>
<tr>
<td></td>
<td>DUE IN OFFICE OF UNIVERSITY RESEARCH</td>
</tr>
</tbody>
</table>

FACULTY AWARDS DEADLINES – POLICY STATEMENT 08-14

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/09</td>
<td>CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION / SELECTION PROCEDURES</td>
</tr>
<tr>
<td>11/16/09</td>
<td>NOMINATIONS DUE IN ACADEMIC SENATE</td>
</tr>
<tr>
<td>2/08/10</td>
<td>SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES</td>
</tr>
<tr>
<td>3/01/10</td>
<td>COLLEGE AWARDS COMMITTEES’ RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE</td>
</tr>
<tr>
<td>4/15/10</td>
<td>*FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE</td>
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</tbody>
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*SUBJECT TO CHANGE
<table>
<thead>
<tr>
<th>FALL 2009 DATE</th>
<th>EVENT INFORMATION</th>
<th>SPRING 2010 DATE</th>
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<tbody>
<tr>
<td>OCT 24</td>
<td>AMERICAN COLLEGE TEST (ACT)</td>
<td>FEB 6</td>
</tr>
<tr>
<td>JULY 17</td>
<td>CHEM IIIA TEST</td>
<td>JAN 8</td>
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<tr>
<td>AUG 14-SEPT 2 NOV 6</td>
<td></td>
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</tr>
<tr>
<td>AUG 29-DEC 5</td>
<td>ENGLISH PLACEMENT TEST (EPT)</td>
<td>JAN 23</td>
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<tr>
<td>AUG 29-DEC 5</td>
<td>ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)</td>
<td>JAN 23</td>
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<td>AUG 19-AUG 26</td>
<td>EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)</td>
<td>JAN 13*</td>
</tr>
<tr>
<td>NOV 7</td>
<td>SAT I AND SAT II</td>
<td>JAN 23</td>
</tr>
<tr>
<td>JULY 11-SEPT 26 NOV 14</td>
<td>WRITING PROFICIENCY EXAMINATION (WPE)</td>
<td>FEB 20</td>
</tr>
<tr>
<td>TBA</td>
<td>WPE MAKE-UP TEST</td>
<td>TBA</td>
</tr>
<tr>
<td>JULY 25-OCT 10 DEC 5</td>
<td>WPE ESSAY READINGS</td>
<td>MARCH 6</td>
</tr>
<tr>
<td>TBA</td>
<td>WPE PRE-TEST READINGS</td>
<td>TBA</td>
</tr>
</tbody>
</table>

*SUBJECT TO CHANGE
JUNE 2009

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

JULY 2009

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

*SUBJECT TO CHANGE
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>JULY 2009</td>
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</tr>
<tr>
<td>20</td>
<td>SOAR TRANSFER WORKSHOP (CBA AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>21</td>
<td>SOAR TRANSFER WORKSHOP (COTA AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>22</td>
<td>SOAR TRANSFER WORKSHOP (CLA AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>23</td>
<td>SOAR TRANSFER WORKSHOP (CNSM AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>24</td>
<td>SOAR TRANSFER WORKSHOP (COE, ALL MAJORS AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>24</td>
<td>CENSUS DATE SUMMER SESSION III 2009</td>
</tr>
<tr>
<td>25</td>
<td>WRITING PROFICIENCY EXAM ESSAY READING</td>
</tr>
<tr>
<td>27</td>
<td>SOAR TRANSFER WORKSHOP (CHHS AND LIBERAL STUDIES)</td>
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<tr>
<td>29</td>
<td>SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)</td>
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<tr>
<td>30</td>
<td>SOAR FRESHMEN OVERNIGHT SESSION (DAY 2)</td>
</tr>
<tr>
<td>30</td>
<td>PAYDAY AFTER 4:00 P.M. (JULY)</td>
</tr>
<tr>
<td>31</td>
<td>DIRECT DEPOSIT POSTING (JULY PAYROLL)</td>
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<tr>
<td>31</td>
<td>SOAR FRESHMEN WORKSHOP (ALL MAJORS)</td>
</tr>
<tr>
<td>31</td>
<td>MCNAIR 2009 SUMMER RESEARCH INTERNSHIP PROGRAM ENDS</td>
</tr>
<tr>
<td>31</td>
<td>ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS</td>
</tr>
<tr>
<td>31</td>
<td>END OF SUMMER SESSION II 2009</td>
</tr>
<tr>
<td>TBA</td>
<td>WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)</td>
</tr>
<tr>
<td>AUGUST 2009</td>
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</tr>
<tr>
<td>1</td>
<td>STUDENT TIME ENTRY CLOSES AT 5:00 P.M.</td>
</tr>
<tr>
<td>1</td>
<td>DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2009 SEMESTER</td>
</tr>
<tr>
<td>1-31</td>
<td>INITIAL FILING PERIOD FOR SPRING 2010 UNDERGRADUATE ADMISSION FOR TRANSFERS DEGREE STUDENTS</td>
</tr>
<tr>
<td>3</td>
<td>HOURLY TIME ENTRY CLOSES AT 5:00 P.M.</td>
</tr>
<tr>
<td>3</td>
<td>*SPRING 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS</td>
</tr>
<tr>
<td>3</td>
<td>SOAR FRESHMEN WORKSHOP (ALL MAJORS)</td>
</tr>
<tr>
<td>4</td>
<td>SOAR TRANSFER WORKSHOP (CBA AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>5</td>
<td>SALARIED TIME ENTRY CLOSES AT 5:00 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>SOAR TRANSFER WORKSHOP (CHHS AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>6</td>
<td>SOAR TRANSFER WORKSHOP (CLA AND LIBERAL STUDIES)</td>
</tr>
<tr>
<td>6</td>
<td>*UPWARD BOUND SUMMER PROGRAM ENDS</td>
</tr>
<tr>
<td>6</td>
<td>DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2009</td>
</tr>
<tr>
<td>*SUBJECT TO CHANGE</td>
<td></td>
</tr>
</tbody>
</table>
AUGUST 2009

7 SOAR TRANSFER WORKSHOP (COTA AND LIBERAL STUDIES)
7 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE PROGRAM ENDS
7-9 EDUCATIONAL OPPORTUNITY PROGRAM WEEKEND ORIENTATION PROGRAM
10 SOAR TRANSFER WORKSHOP (ALL MAJORS)
11 SOAR TRANSFER WORKSHOP (COE AND LIBERAL STUDIES)
12 SOAR TRANSFER WORKSHOP (CNSM AND LIBERAL STUDIES)
13 SOAR TRANSFER WORKSHOP (ALL MAJORS)
14 SOAR WORKSHOP (FRESHMEN OR TRANSFER) – UNPUBLISHED
14 DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO CCPE FOR WINTER 2009 CCPE UPDATE
14 CHEM IIIA TEST
14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15 TIME ENTRY OPENS
15 FACULTY AFFAIRS ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
19 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
19 DEADLINE TO PAY STUDENT FEES PRIOR TO THE FIRST DAY OF INSTRUCTION
20 EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
21 END OF SUMMER SESSION III 2009
21 SUMMER 2009 INSTITUTE FOR ADVISORS
21 AMERICAN LANGUAGE INSTITUTE (ALI) INTENSIVE ENGLISH PROGRAM CERTIFICATE CEREMONY / SUMMER 2009
22 GRADUATE STUDENT ORIENTATION, 8:30AM-2:30PM
24 FIRST DAY OF FALL 2009 SEMESTER
24-25 NEW FACULTY ORIENTATION (TENURE-TRACK FACULTY) SCHEDULED IN THE ANATOL CENTER
24-28 DEPARTMENTAL ADVISING
25 DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2009 SCHEDULE OF CLASSES TO CCPE UPDATE
25 NEW INTERNATIONAL STUDENT ORIENTATION FALL 2009
25-26 SUMMER INSTITUTE FOR TEACHING AND LEARNING (SITL)
26 WINTER 2010 SCHEDULING ON-LINE ENDS
26 EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
27 DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2009
27-28 REGISTRATION UNAVAILABLE FOR FALL 2009
AUGUST 2009

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

SEPTEMBER 2009

1 STARS/SOAR LIFE GUARD STATIONS @ CBA, BH, HHS2 AND LA5
1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1 DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)
1 WINTER 2010 SCHEDULE THROUGH CCPE SCHEDULING RESUMES
2 STARS/SOAR LIFE GUARD STATIONS @ CBA, BH, HHS2 AND LA5
2 CHEM IIIA TEST
3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
4 PROPOSED INACTIVE COURSE REPORT – PHASE II DISTRIBUTED TO ASSOCIATE DEANS/DEPARTMENT CHAIRS
5 SALARIED TIME CLOSES AT 5:00 P.M.
7 LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
8 ADMISSIONS DAY (ADMISSIONS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON MONDAY DECEMBER 29, 2009 WHEN THE UNIVERSITY WILL BE CLOSED
8 FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 10:30 A.M.–12:00 P.M.
9 FACULTY AFFAIRS CONDUCTS REAPPOINTMENT, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 3:00 P.M.–4:30 P.M.
SEPTEMBER 2009

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

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

14 CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 10, 2009 (ENDS OCTOBER 2, 2009)

14 DEADLINE TO USE MyCSULB TO ADD A COURSE

14 LAST DAY TO DROP A COURSE OR WITHDRAW (BY MyCSULB) WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR AND WITHOUT RECEIVING A “W” ON PERMANENT RECORD, FALL 2009

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

15 TIME ENTRY SYSTEM OPENS

15 OPEN PERIOD TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR REAPPOINTMENT, TENURE, AND/OR PROMOTION CANDIDATES (9/15/09-10/02/09)

15 OPEN PERIOD BEGINS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR EVALUATION OF TENURED FACULTY (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY) (CLOSES 10/02/09 FOR FALL FERP FACULTY AND 2/5/10 FOR ACADEMIC YEAR FACULTY AND SPRING FERP FACULTY)

15 DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO FACULTY AFFAIRS FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY

15 DEADLINE FOR FACULTY TO NOTIFY FACULTY AFFAIRS, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION

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

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

20 RESIDENCE DETERMINATION DATE FOR FALL 2009

21 COMBINED SCAC APPLICATIONS FOR MINI GRANTS FOR SPRING 2010 AND SUMMER STIPENDS FOR SUMMER 2010 DUE IN DEPARTMENT OFFICE

21 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS, FALL 2009

21 DEADLINE FOR CREDIT BY EXAMINATION

21-11/19 ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERNSHIPS SPONSORED BY CAREER DEVELOPMENT CENTER

22 ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
SEPTEMBER 2009

22  GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES AND
    EDUCATIONAL OPPORTUNITY PROGRAM)
23  COMBINED SCAC APPLICATIONS FOR MINI GRANTS FOR SPRING 2010 AND SUMMER STIPENDS
    FOR SUMMER 2010 DUE IN COLLEGE DEANS’ OFFICES
25  ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL
    RESEARCH
26  WRITING PROFICIENCY EXAMINATION (WPE)
26  CARPENTER CENTER (CPAC) 15TH YEAR ANNIVERSARY CELEBRATION
27  LAST DAY TO APPLY FOR A 75% REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT
    FEE
28  FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 75%
28  LAST DAY FOR OPEN UNIVERSITY ENROLLMENT FALL 2009 THROUGH CCPE
28  CENSUS DATE FALL 2009
29  2009 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY
    RESEARCH
30  PAYDAY AFTER 4:00 P.M. (SEPTEMBER)
TBA  WRITING PROFICIENCY READING PRE-TEST READINGS
TBA  FACULTY AFFAIRS CONDUCTS A TENURE-TRACK RECRUITMENT WORKSHOP IN THE ANATOL
    CENTER 2:00 P.M.-3:30 P.M.

OCTOBER 2009

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

*SUBJECT TO CHANGE
OCTOBER 2009

2 DEADLINE FOR ALL CANDIDATES FOR REAPPOINTMENT OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

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

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

2 FALL FACULTY EVALUATION PRE-PRINTED CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS

3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.

5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.


7 CAMPUS-WIDE EMERGENCY EVACUATION AND NOTIFICATION SYSTEM DRILL 1:30 P.M.

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

8 *FACULTY SUPPER CLUB

8 FALL JOB FAIR, 12-4 PM, SPONSORED BY CAREER DEVELOPMENT CENTER

9 FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED FOR FEDERAL PERKINS SMART & ACG AWARDS FOR FALL 2009

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

10 WRITING PROFICIENCY EXAMINATION ESSAY READING

12 SCHEDULE OF CLASSES, SPRING 2010, AVAILABLE ONLINE

12 COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON MONDAY, DECEMBER 28, 2009 WHEN THE UNIVERSITY WILL BE CLOSED)

13 ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH

14 COMBINED SCAC APPLICATIONS FOR MINI GRANTS FOR SPRING 2010 AND SUMMER STIPENDS FOR SUMMER 2010 DUE IN OFFICE OF UNIVERSITY RESEARCH

15 DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2010 OR SUMMER 2010 GRADUATION

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

15 TIME ENTRY SYSTEM OPENS

15 STUDY ABROAD FAIR, 10:00 A.M. – 3:00 P.M., FRIENDSHIP WALK

*SUBJECT TO CHANGE
OCTOBER 2009

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

16  DEADLINE FOR CANDIDATES FOR PROMOTION ONLY TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE

16  ANNUAL CSU SOUTH NEW CHAIRS WORKSHOP IN THE POINTE

16  FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION

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

19  SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2009-10 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS

20  DEADLINE TO APPLY FOR NEXT SPRING LONDON SEMESTER

23  *JUNIOR UNIVERSITY ACADEMIC DAY

23  *SUMMER 2010 SCHEDULE BUILDING ACCESS BEGINS

24  FALL FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS

24  AMERICAN COLLEGE TEST (ACT)

25  LAST DAY TO APPLY FOR A 50% REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE

26  FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 50%

26  WINTER SESSION 2010 REGISTRATION BEGINS

27  CALIFORNIA GOVERNOR’S WOMEN’S CONFERENCE

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

29  FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORTS AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH

30  PAYDAY AFTER 4:00 P.M. (OCTOBER)

30  TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2010

TBA  FALL INTERNSHIP WEEK, SPONSORED BY CAREER DEVELOPMENT CENTER

TBA  WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

NOVEMBER 2009

1  STUDENT TIME ENTRY CLOSES AT 5:00 P.M.

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

2  DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)

*SUBJECT TO CHANGE
NOVEMBER 2009

2  *SPRING 2010 REGISTRATION AND ADJUSTMENTS BEGINS
2  *FEE PAYMENT FOR SPRING 2010 REGISTRATION BEGINS
2  LATE FILING FOR RESIDENCE RECLASSIFICATION FOR NEXT SPRING. S10 MISSED DEADLINE FEE
3  HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
4  *FACULTY SUPPER CLUB
5  SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5  LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
6  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
6  CHEM IIIA TEST
7  SAT I AND SAT II
9 (& 12)  FACULTY AFFAIRS CONDUCTS MINI EVALUATIONS AND PROFESSIONAL DEVELOPMENT PLAN (PDP) WORKSHOPS IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (NOON – 1:00PM)
11  VETERANS DAY OBSERVED, WEDNESDAY (UNIVERSITY IS CLOSED)
12  FACULTY AFFAIRS CONDUCTS MINI EVALUATIONS AND PROFESSIONAL DEVELOPMENT PLAN (PDP) WORKSHOP IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (NOON – 1:00PM)
12  FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
13  FALL FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO DEPARTMENTS
14  WRITING PROFICIENCY EXAMINATION (WPE)
15  TIME ENTRY SYSTEM OPENS
16  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
16  NOMINATIONS FOR ALL FACULTY AWARDS DUE IN ACADEMIC SENATE (INCLUDING OUTSTANDING PROFESSOR AWARD, NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD, DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD, DISTINGUISHED FACULTY TEACHING AWARD, AND EARLY ACADEMIC CAREER EXCELLENCE AWARD)
16  DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2009-10 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
16-20  INTERNATIONAL EDUCATION WEEK (SPONSORED BY CENTER FOR INTERNATIONAL EDUCATION)
17 & 18  FALL LECTURER EVALUATION WORKSHOP 4-5:30PM ANATOL CENTER
19  LAST DAY OF FALL ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERNSHIPS (CAREER DEVELOPMENT CENTER)
20  DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN’S SIGNATURE, FALL 2009
22  LAST DAY TO APPLY FOR A 25% REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE

*SUBJECT TO CHANGE
NOVEMBER 2009

23 FALL 2009 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 25%
23 NO REFUND OF FALL 2009 SEMESTER STUDENT PARKING PERMIT FEES
24 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING DEPARTMENT CHAIR'S REVIEW, IF ANY) FOR REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
24 DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR’S REVIEW, IF ANY, FOR TENURE)
25 FALL BREAK – NO CLASSES: CAMPUS IS OPEN
26 THANKSGIVING DAY, (THURSDAY) UNIVERSITY IS CLOSED
27 UNIVERSITY IS CLOSED. (ADMISSION DAY RESCHEDULED AND OFFICIALLY OBSERVED)
30 REMINDER FOR PART-TIME FACULTY, TA’S AND GA’S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
30 LAST DAY OF INITIAL FILING PERIOD FOR FALL 2010 ADMISSION FOR UNDERGRADUATES

DECEMBER 2009

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

*SUBJECT TO CHANGE
DECEMBER 2009

5  WRITING PROFICIENCY EXAMINATION ESSAY READING
11  COLLEGES/DEPARTMENTS RECEIVE SPRING ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)
11  FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEAN’S OFFICES
11  DEADLINE TO DROP A COURSE FOR FALL 2009 (WITH THE DEAN’S APPROVAL)
11  LAST DAY OF INSTRUCTION, FALL 2009
11  CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS SUBMITTED DECEMBER 4, 2009 (ENDS JANUARY 15, 2010)
11  AMERICAN LANGUAGE INSTITUTE (ALI) INTENSIVE ENGLISH PROGRAM CERTIFICATE CEREMONY / FALL 2009

14-19  FINAL EXAMS
14  DEADLINE FOR DEPARTMENT RTP COMMITTEE’S REVIEW OF PROMOTION ONLY (INCLUDING CHAIR’S REVIEW, IF ANY)
14  DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW FOR REAPPOINTMENT OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
14  DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
15  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15  TIME ENTRY SYSTEM OPENS
15  FALL FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
18  DEADLINE FOR DEANS TO SUBMIT FALL FERP FACULTY PERIODIC EVALUATIONS TO FACULTY AFFAIRS
21  DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2009-10 ACADEMIC YEAR
24  DEADLINE TO REQUEST SPRING 2010 EDUCATIONAL LEAVE WITHOUT PENALTY
24  DEADLINE TO FILE REQUEST FOR FALL 2009 EDUCATIONAL LEAVE WITH $10 MISSED DEADLINE FEE
24  LAST DAY OF FALL 2009 SEMESTER

12/25-1/3/09  WINTER RECESS
25  CHRISTMAS HOLIDAY, FRIDAY (UNIVERSITY IS CLOSED)
28  UNIVERSITY IS CLOSED, (COLUMBUS DAY RESCHEDULED AND OFFICIALLY OBSERVED MONDAY, DECEMBER 28, 2009)
29  UNIVERSITY IS CLOSED (LINCOLN’S BIRTHDAY, FEBRUARY 12, 2010, RESCHEDULED AND OFFICIALLY OBSERVED TUESDAY, DECEMBER 29, 2009)
30  UNIVERSITY IS CLOSED (PRESIDENT’S DAY, FEBRUARY 15, 2010, RESCHEDULED AND OFFICIALLY OBSERVED WEDNESDAY, DECEMBER 30, 2009)
31  PAYDAY (DECEMBER 2009)
DECEMBER 2009

31 UNIVERSITY IS CLOSED. (DEPENDING UPON THE APPROPRIATE MEMORANDA OF UNDERSTANDING, EMPLOYEES SHALL USE ACCRUED CTO OR VACATION TIME, PERSONAL HOLIDAY TIME, OR BE DOCKED FOR THURSDAY, DECEMBER 31, 2009)

TBA WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)

JANUARY 2010

1 NEW YEAR’S DAY, FRIDAY (UNIVERSITY IS CLOSED)

1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.

3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.

4 DIRECT DEPOSIT POSTING DATE (DECEMBER PAYROLL)

4 FALL 2009 GRADING DEADLINE

4 ACADEMIC AFFAIRS DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS

4 2010-2011 FASA AVAILABLE ON-LINE FOR CAL GRANTS, STATE AND FEDERAL FINANCIAL AID PROGRAMS

4 INSTRUCTION BEGINS: WINTER SESSION 2010

4-22 WINTER SESSION 2010

5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.

8 CHEM IIIA TEST

9 SOAR ADVISOR TRAINING

12 WINTER SOAR TRANSFER WORKSHOP FOR SPRING 2010

13 WINTER SOAR TRANSFER WORKSHOP FOR SPRING 2010

13 *EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)

14 WINTER SOAR TRANSFER WORKSHOP FOR SPRING 2010

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

15 TIME ENTRY SYSTEM OPENS

15 FINANCIAL AID DISQUALIFICATION LETTERS FOR FALL 2009 PBAC STUDENTS MAILED

15 CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION

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

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

19 INTERNATIONAL STUDENT ORIENTATION SPRING 2009

20 *EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)

21-22 *SPRING 2010 REGISTRATION UNAVAILABLE

*SUBJECT TO CHANGE
JANUARY 2010

22  *FALL 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
22  LAST DAY OF CLASS, WINTER SESSION 2010
22  FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED FOR SPRING 2010
22  FIRST DAY OF SPRING 2010 SEMESTER
22  DEPARTMENTAL ADVISING
23  ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
23  SAT I AND SAT II
24  DEADLINE TO REGISTER FOR SPRING 2010 WITHOUT PAYMENT OF LATE REGISTRATION $25 FEE
24  LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR
STATE UNIVERSITY FEES
25  LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2010 SEMESTER STUDENT PARKING PERMIT
FEE
25  RESIDENCY DETERMINATION DATE FOR SPRING 2009
25  FIRST DAY OF CLASSES SPRING 2010
25  SPRING 2010 REGISTRATION INCLUDES A $25 LATE REGISTRATION FEE
25  SPRING 2010 OPEN UNIVERSITY ENROLLMENT BEGINS THROUGH CCPE.
25  PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE
UNIVERSITY FEES AND NON-RESIDENT TUITION)
27  CHEM IIIA TEST
28  DEADLINE TO SUBMIT GRADE ROSTERS FOR WINTER SESSION 2010
29  PAYDAY AFTER 4:00 P.M. (JANUARY)
TBA  EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY

FEBRUARY 2010

1  DIRECT DEPOSIT POSTING DATE (JANUARY PAYROLL)
1  STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1  APPLICATION DEADLINE FOR CSU INTERNATIONAL PROGRAMS (IP) FOR MOST COUNTRIES
(EXCEPTION = SOUTHERN HEMISPHERE COUNTRIES AND LONDON DUE MAY 1)
1  *FALL 2010 PHASE II SCHEDULE BUILDING ACCESS BEGINS
1  SABBATICAL LEAVES FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS
2  DEADLINE TO FILE RESIDENCY RECLASSIFICATION FOR SPRING 2010
3  HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5  SALARIED TIME ENTRY CLOSES AT 5:00P.M.
5  *STUDENT RESEARCH COMPETITION SUBMISSIONS DUE

*SUBJECT TO CHANGE
FEBRUARY 2010

5  DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP AND SPRING FERP FACULTY)

5  DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION (MINI REVIEW) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE

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

6  AMERICAN COLLEGE TEST (ACT)

7  LAST DAY TO USE MyCSULB TO ADD A COURSE, SPRING 2010

7  DEADLINE TO DROP OR WITHDRAW WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR DROP WITHOUT "W" GRADE, SPRING 2010

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

8  SUPPORTING MATERIALS FROM NOMINEES FOR DISTINGUISHED FACULTY AWARDS DUE TO COLLEGE OFFICES (EXCLUDING OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD APPLICATIONS, WHICH ARE SUBMITTED TO THE ACADEMIC SENATE OFFICE)

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

11  CAMPUS-WIDE EMERGENCY EVACUATION AND NOTIFICATION SYSTEM DRILL 10:30 A.M.

12  LINCOLN'S BIRTHDAY, FRIDAY, UNIVERSITY IS OPEN. (OBSERVED DECEMBER 29, 2009)

12  LAST DAY TO ADD A COURSE, SPRING 2010; DEADLINE TO REQUEST CREDIT/NO CREDIT OR AUDIT GRADE OPTIONS

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

12  DEADLINE FOR CREDIT BY EXAMINATION, SPRING 2010

15  TIME ENTRY SYSTEM OPENS

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

15  PRESIDENT’S DAY, MONDAY (UNIVERSITY IS OPEN, OBSERVED DECEMBER 30, 2009)

15  DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY APPLICATIONS TO THE DEPARTMENTAL LEAVE COMMITTEE FOR 2010-2011 LEAVES

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

*SUBJECT TO CHANGE
FEBRUARY 2010

18 DEPARTMENTS RETURN MINOR CAPITAL OUTLAY REQUEST TO THE OFFICE OF PHYSICAL PLANNING AND FACILITIES MANAGEMENT VIA THE DIVISION VICE PRESIDENTS

18 ENGINEERING, SCIENCE, AND TECHNOLOGY JOB FAIR 12:00-4:00 P.M. (SPONSORED BY THE CAREER DEVELOPMENT CENTER)

19 CENSUS DATE, SPRING 2010

19 *SUMMER 2010 SCHEDULE BUILDING ACCESS ENDS

19 ACADEMIC AFFAIRS FORWARDS SPRING ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH

19 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES, SPRING 2010

20 LAST DAY TO ADD A COOPERATIVE EDUCATION COURSE FOR SPRING

20 LAST DAY FOR OPEN UNIVERSITY ENROLLMENT SPRING 2010 THROUGH CCPE

20 WRITING PROFICIENCY EXAMINATION (WPE)

21 LAST DAY TO APPLY FOR A 75% REFUND OF SPRING 2010 SEMESTER PARKING PERMIT FEE

22 SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 75%

26 STUDENT RESEARCH COMPETITION

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

26 SPRING FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS

26 DEADLINE FOR COLLEGE RTP COMMITTEE’S REVIEW FOR ALL TENURE DECISIONS AND ALL REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR DECISIONS

MARCH 2010

1 PAYDAY AFTER 4:00 P.M. (FEBRUARY)

1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.

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

1 DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2010 OR WINTER 2011 GRADUATION

1 SCHEDULE OF CLASSES, SUMMER 2010, AVAILABLE ONLINE

1 RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL 2010 EARLY REGISTRATION

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

1 SUGGESTED DEADLINE FOR SUBMISSION OF RANGE ELEVATION MATERIALS BY ELIGIBLE LECTURES

2 FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2009-10

2 DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)

*SUBJECT TO CHANGE
MARCH 2010

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

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

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

21 LAST DAY TO APPLY FOR A 50% REFUND OF SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE

22 SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 50%

24 KALEIDOSCOPE INFORMATION MEETING HELD IN UNIVERSITY STUDENT UNION, RM 205, 3-4:00PM

25 COLLEGES RETURN CORRECTED SPRING FACULTY ASSIGNMENTS BY DEPARTMENT (FAD) REPORT AND FACULTY APPOINTMENT CORRECTIONS TO INSTITUTIONAL RESEARCH

25 KALEIDOSCOPE INFORMATION MEETING HELD IN UNIVERSITY STUDENT UNION, RM 205, 3-4:00PM

26 TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2010

28 ALTERNATIVE SPRING BREAK TRIP BEGINS (STUDENT LIFE AND DEVELOPMENT)

29-4/2 SPRING RECESS (NO CLASSES)

30 PAYDAY AFTER 4:00 P.M. (MARCH)

31 CESAR CHAVEZ HOLIDAY, WEDNESDAY (UNIVERSITY CLOSED)

TBA INTERNSHIP ESSAY CONTEST, SPONSORED BY THE CAREER DEVELOPMENT CENTER

TBA NON-PROFIT, INTERNSHIP AND VOLUNTEER FAIR SPONSORED BY CAREER DEVELOPMENT CENTER, 11:00 A.M. – 3:00 P.M., (PRESIDENT’S FORUM INCLUDES VOLUNTEER SHOWCASE)

TBA FACULTY AFFAIRS CONDUCTS RETIREMENT AND FERP WORKSHOP

TBA WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

APRIL 2010

1 DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)

1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.

1 DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE ACTIVITY REPORTS TO FACULTY AFFAIRS FOR LEAVES TAKEN DURING THE FALL 2009 SEMESTER

1 DEADLINE FOR DIRECT EXCHANGE APPLICATION FOR FALL

1 DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER / FALL 2010, WITHOUT LATE FEE

2 LATE FILING FOR RESIDENCY RECLASSIFICATION FOR FALL $10 MISSED DEADLINE FEE APPLIES

2 PROPOSED INACTIVE COURSE REPORT – PHASE I DISTRIBUTED TO ASSOCIATE DEANS/ DEPARTMENT CHAIRS

3 DEADLINE TO SUBMIT KALEIDOSCOPE PARTICIPANT ALTERATION FORMS

3 ALTERNATIVE SPRING BREAK TRIP ENDS (STUDENT LIFE AND DEVELOPMENT)

3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.

4 DEADLINE FOR DEAN'S REVIEW OF PROMOTION ONLY
APRIL 2010

5  SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
6  OPEN UNIVERSITY ENROLLMENT BEGINS FOR SUMMER 2010 THROUGH CCPE
7  *REGISTRATION AND ADJUSTMENTS FOR FALL 2010 BEGINS
8  *REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION
9  SPRING FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
10 KALEIDOSCOPE PARTICIPANT MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3 P.M. – 4:00 P.M.
11 KALEIDOSCOPE FOOD VENDORS MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3 P.M. – 4:00 P.M.
12  *FACULTY SUPPER CLUB
13  LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
14  ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATH EXAMINATION (ELM)
15  PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
16  TIME ENTRY SYSTEM OPENS
17  FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS REGARDING DIFFERENCE-IN-PAY LEAVES FOR 2010-2011
18  DEADLINE FOR DEAN'S REVIEW FOR ALL TENURE DECISIONS
19  FACULTY AWARDS ANNOUCED BY CHAIR OF ACADEMIC SENATE
20  SPRING INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS
21  WRITING PROFICIENCY EXAMINATION (WPE)
22  LAST DAY TO APPLY FOR A 25% REFUND OF SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE
23  SPRING 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 25%
24  NO REFUND OF SPRING 2010 STUDENT PARKING PERMIT FEES
25  SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
26  KALEIDOSCOPE VOLUNTEERS MEET IN UNIVERSITY STUDENT UNION, ROOM 205, 3-4:00PM
27  DEADLINE FOR DEAN'S REVIEW OF REAPPOINTMENT OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE
28  CHEM IIIA TEST
29  DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2010
30  *ALUMNI AWARDS BANQUET
31  KALEIDOSCOPE FESTIVAL

*SUBJECT TO CHANGE
APRIL 2010

24 UNIVERSITY OPEN HOUSE (UNIVERSITY OUTREACH AND SCHOOL RELATIONS)
28 SOAR PEER ACADEMIC ADVISING TRAINING
30 PAYDAY AFTER 4:00 P.M. (APRIL)
30 REMINDER FOR PART-TIME FACULTY, TEACHING ASSISTANTS, AND GRADUATE ASSISTANTS WHO ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
TBA SOUTH ASIA DAY
TBA ANNUAL INTERNATIONAL DINNER AND CULTURE SHOW (APRIL OR MAY)
TBA DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF PERIODIC EVALUATION OF PROBATIONARY FACULTY (MINI REVIEW AND PDP) FROM DEPARTMENT TO COLLEGE

MAY 2010

1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1 ENROLLMENT DEPOSIT DEADLINE FOR FRESHMEN FALL 2010
1 INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA, NEW ZEALAND AND SOUTH AFRICA
1 DEADLINE TO APPLY FOR FALL LONDON SEMESTER
1 DEADLINE TO SUBMIT 2009-10 DIRECT STAFFORD LOAN APPLICATIONS TO FINANCIAL AID
1 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
3 DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
3 FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2011 OR SUMMER 2011 GRADUATION
3 SUGGESTED DEADLINE FOR DEAN’S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT
5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5 *FACULTY SUPPER CLUB
5 INTERNATIONAL STUDENT GRADUATION RECEPTION
7 *SPRING 2011 PHASE I SCHEDULE BUILDING ACCESS BEGINS
7 *EOP GRADUATE RECOGNITION DAY (EDUCATIONAL OPPORTUNITY PROGRAM)
8 WRITING PROFICIENCY EXAMINATION ESSAY READINGS
10-14 *STUDENT INFORMATION SYSTEM UNAVAILABLE FOR UPDATES DUE TO MAJOR SYSTEM UPGRADE
14 PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
14 LAST DAY OF CLASSES, SPRING 2010
14 DEADLINE TO DROP A COURSE (WITH DEAN’S APPROVAL) SPRING 2010
14 AMERICAN LANGUAGE INSTITUTE (ALI) INTENSIVE ENGLISH PROGRAM CERTIFICATE CEREMONY SPRING 2010

*SUBJECT TO CHANGE
### MAY 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>14</td>
<td>Faculty Reports on work accomplished with assigned time due in College Deans' offices</td>
</tr>
<tr>
<td>15</td>
<td>Time Entry System opens</td>
</tr>
<tr>
<td>17</td>
<td>Deadline for Deans to submit periodic evaluations (mini-reviews) and Professional Development Plans (PDP) of probationary faculty to Faculty Affairs</td>
</tr>
<tr>
<td>17-22</td>
<td>Suggested deadline for Department/Library Peer Committees to submit periodic evaluations of tenured faculty (ETF) to Deans</td>
</tr>
<tr>
<td>17</td>
<td>Final Examinations, Spring 2010</td>
</tr>
<tr>
<td>18</td>
<td>*Faculty Retirement Luncheon</td>
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<tr>
<td>18</td>
<td>Spring Faculty Evaluation completed instructor-course evaluation forms due to institutional research</td>
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<tr>
<td>19</td>
<td>*Last day for College Work-Study Students to work on 2009-10 awards</td>
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<tr>
<td>20</td>
<td>Last day to pay for Summer 2010 registration fees</td>
</tr>
<tr>
<td>22</td>
<td>Deadline for residence hall students to move out</td>
</tr>
<tr>
<td>22</td>
<td>Film &amp; Electronic Arts (FEA) Career Day</td>
</tr>
<tr>
<td>26-28</td>
<td>Commencement Ceremonies</td>
</tr>
<tr>
<td>27</td>
<td>Deadline to submit grades for Spring 2010</td>
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<td>28</td>
<td>Deadline to file request for Spring 2010 educational leave with $10 missed deadline fee or for Fall 2010 educational leave without penalty</td>
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<tr>
<td>28</td>
<td>Last day of Spring 2010 semester</td>
</tr>
<tr>
<td>28</td>
<td>Payday after 4:00 P.M. (May)</td>
</tr>
<tr>
<td>30</td>
<td>2009/2010 Employee Parking Permits required (full year permits begin 5/30/09 and end 5/31/10 (full year employee permits valid from 5/31/08 - 5/30/2011 via payroll deduction)</td>
</tr>
<tr>
<td>31</td>
<td>Session 1 Summer 2010 deadline for a full refund</td>
</tr>
<tr>
<td>31</td>
<td>Memorial Day Holiday, Monday (University is closed)</td>
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<tr>
<td>TBA</td>
<td>Soar, Peer Academic Advising Training Sessions</td>
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<tr>
<td>TBA</td>
<td>University Achievement Awards Celebration</td>
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<tr>
<td>TBA</td>
<td>Writing Proficiency Exam (Make-up Test)</td>
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### JUNE 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1-8/20</td>
<td>Summer Sessions - 2010</td>
</tr>
<tr>
<td>1-7/9</td>
<td>Summer Session I</td>
</tr>
<tr>
<td>1</td>
<td>Enrollment deposit deadline for transfers Fall 2010</td>
</tr>
<tr>
<td>1</td>
<td>Last day to apply for Fall 2010 for certificate and credential students</td>
</tr>
<tr>
<td>1</td>
<td>Residency determination date for Summer 2010</td>
</tr>
</tbody>
</table>

*Subject to change*
JUNE 2010

1 DEADLINE FOR FINAL DECISION FROM PROVOST ON REAPPOINTMENT OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN’S DECISION IS POSITIVE)

1 DEADLINE FOR FINAL DECISION FROM PROVOST ON ALL TENURE DECISIONS

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

1 DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)

1 STUDENT TIME ENTRY CLOSES AT 5:00 P.M.

3 HOURLY TIME ENTRY CLOSES AT 5:00 P.M.

5 SALARIED TIME ENTRY CLOSES AT 5:00 P.M.

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

5 SAT I AND SAT II

12 AMERICAN COLLEGE TEST (ACT)

14 MCNAIR 2010 SUMMER RESEARCH INTERNSHIP PROGRAM BEGINS

15 TIME ENTRY OPENS

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

15 DEADLINE FOR FINAL DECISION FROM PROVOST ON PROMOTION ONLY DECISIONS

18 FINANCIAL AID DISQUALIFICATION LETTERS FOR 2009-10 ACADEMIC YEAR

19 *LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS

19 ENGLISH PLACEMENT TEST (EPT) AND ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)

20 SESSION II SUMMER 2010 DEADLINE FOR FULL REFUND

21-7/30 SUMMER SESSION II – 2010

22 *ERS-APPLICANT FILES FOR SUMMER 2009, FALL 2009, AND SPRING 2010 DUE TO OFFICE OF THE CHANCELLOR

22 *ERS STUDENT FILES FOR SUMMER 2009, COMPLETE FALL 2009, AND SPRING 2010 DUE TO THE OFFICE OF THE CHANCELLOR

22 *ACADEMIC PLANNING DATA BASE FILES FOR SUMMER 2009, FALL 2009, AND SPRING 2010 DUE TO THE OFFICE OF THE CHANCELLOR

23 WINTER 2011 SCHEDULE BUILDING ON-LINE ACCESS BEGINS

27 *UPWARD BOUND SUMMER PROGRAM BEGINS

29 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS

30 PAYDAY AFTER 4:00 P.M. (JUNE)

TBA CHEM IIIA TEST

*SUBJECT TO CHANGE
JUNE 2010

TBA DEAN’S RETREAT
TBA SOAR ADVISOR TRAINING
TBA SOAR FRESHMEN AND TRANSFERS (ALL MAJORS AND PRESIDENT SCHOLARS)
TBA SOAR – FRESHMEN OVERNIGHT SESSIONS

JULY 2010

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

AUGUST 2010

1-31 INITIAL FILING PERIOD BEGINS FOR SPRING 2011 ADMISSION FOR TRANSFER
1 INITIAL FILING PERIOD BEGINS FOR SPRING 2011 UNDERGRADUATE ADMISSION
AUGUST 2010

2 DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2010 SEMESTER

5 *UPWARD BOUND SUMMER PROGRAM ENDS

8 EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY

15 EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS

17-28 WINTER 2011 PHASE II SCHEDULING ON-LINE

20 END OF SUMMER SESSION III 2010

28 WINTER 2011 SCHEDULE BUILDING ON-LINE ACCESS ENDS

28 MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS

30 LAST DAY TO APPLY FOR 100% REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE

31 LAST DAY TO APPLY FOR SPRING 2011 ADMISSION AS AN UNDERGRADUATE TRANSFER

TBA SOAR – FRESHMEN (ALL MAJORS)

TBA SOAR – FRESHMEN OVERNIGHT SESSION

TBA SOAR – TRANSFERS (ALL MAJORS)

SEPTEMBER 2010

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

27 FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 75%

OCTOBER 2010

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

25 FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 50%

NOVEMBER 2010

21 LAST DAY TO APPLY FOR A 25% REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE

22 FALL 2010 SEMESTER STUDENT PARKING PERMIT FEE PRORATED AT 25%

22 NO REFUND OF FALL 2010 SEMESTER STUDENT PARKING PERMIT FEES

DECEMBER 2010

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

*SUBJECT TO CHANGE