ADMINISTRATIVE CALENDAR

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2008-09 CALENDAR

July 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CLASS SCHEDULE BUILDING ACCESS DEADLINES*

DATE	EVENT INFORMATION
07/07/08	SPRING 2009 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
08/04/08	SPRING 2009 PHASE II SCHEDULE BUILDING ACCESS BEGINS
09/22/08	SPRING 2009 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
10/6-7/08	SPRING 2009 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
10/29/08	SCHEDULE OF CLASSES, SPRING 2009 AVAILABLE IN THE BOOKSTORE
10/31/08	SUMMER 2009 SCHEDULE BUILDING ACCESS BEGINS
12/04/08	FALL 2009 PHASE I SCHEDULE BUILDING ACCESS BEGINS
01/09/09	FALL 2009 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
01/16/09	FALL 2009 PHASE II SCHEDULE BUILDING ACCESS BEGINS
02/09/09	SUMMER 2009 SCHEDULE BUILDING ACCCESS ENDS
02/20/09	FALL 2009 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
03/02/09	SUMMER 2009 INFORMATION GUIDE AVAILABLE
3/9-10/09	FALL 2009 PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
04/01/09	SCHEDULE OF CLASSES, FALL 2009 AVAILABLE IN THE BOOKSTORE
05/01/09	SPRING 2010 PHASE I SCHEDULE BUILDING ACCESS BEGINS

***ALL DATES ARE SUBJECT TO CHANGE**

CURRICULUM DEVELOPMENT DEADLINES

DATE	EVENT INFORMATION
07/07/08	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE PROPOSALS EFFECTIVE: COURSES -- SPRING 2009 DEGREE AND OTHER PROGRAM REQUIREMENTS -- FALL 2009 CHALLENGE PERIOD I: SEPTEMBER 10 – SEPTEMBER 30, 2008
09/05/08	INACTIVE COURSES DISTRIBUTED TO ASSOCIATE DEANS/DEPARTMENT CHAIRS
10/03/08	INACTIVE COURSE CERTIFICATION
12/05/08	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE PROPOSALS EFFECTIVE: UPPER-DIVISION & GRADUATE COURSES - SUMMER 2009 OR FALL 2009 LOWER-DIVISION COURSES—FALL 2009 DEGREE & OTHER PROGRAM REQUIREMENTS - FALL 2009 CHALLENGE PERIOD II: DECEMBER 12, 2008 - JANUARY 16, 2009
03/13/09	DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE

FACULTY WORKLOAD REPORTING PROCESS DEADLINES

FALL '08 DATE	EVENT INFORMATION	SPRING '09 DATE
09/26/08	ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH	02/20/09
10/17/08	FACULTY ASSIGNMENTS BY DEPARTMENT REPORT (FAD) AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION	03/13/09
10/30/08	FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH	03/26/09
11/12/08	FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES	04/07/09

FACULTY ASSIGNED TIME DEADLINES

FALL '08 DATE	EVENT INFORMATION	SPRING '09 DATE
08/01/08	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS	01/02/09
09/12/08	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	02/06/09
09/16/08	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM IRST SUBMISSION WHICH WERE DISAPPROVED	02/10/09
09/19/08	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	02/13/09
09/23/08	AA NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED	02/17/09
09/26/08	AA FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL ESEARCH	02/20/09
10/03/08	AA DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION	02/27/09
10/10/08	COLLEGE DEANS RETURN VERIFIED PRELIMINARY ASSIGNED TIME CCOUNTING 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	03/06/09
10/14/08	AA FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH	03/10/09
12/12/08	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES	05/15/09

PERIODIC EVALUATION DEADLINES

DATE	EVENT INFORMATION
09/15/08	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF TENURED FACULTY (ETF), INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY (CLOSES 10/02/08 FOR FALL FERP FACULTY AND 2/05/09 FOR ACADEMIC YEAR FACULTY)
09/16/08	ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED AND TEMPORARY FACULTY PROCESSES
10/02/08	DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
12/01/08	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/05/09)
12/01/08	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION (ETF) FOR SPRING SEMESTER FERPS (CLOSES 2/05/09)
12/19/08	DEADLINE FOR THE DEAN TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
12/19/08	DEADLINE FOR DEANS TO SUBMIT FALL FERP FACULTY PERIODIC EVALUATIONS TO ACADEMIC PERSONNEL
02/05/09	DEADLINE FOR TENURED FACULTY SCHEDULED FOR PERIODIC EVALUATION TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE (INCLUDING ACADEMIC YEAR FERP FACULTY)
02/05/09	DEADLINE FOR PROBATIONARY FACULTY SCHEDULED FOR PERIODIC EVALUATION ("MINI-REVIEW") TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
02/05/09	DEADLINE FOR SPRING FERP FACULTY SCHEDULED FOR PERIODIC EVALUATION (ETF) TO SUBMIT MATERIALS TO DEPARTMENT
05/15/09	DEADLINE FOR COLLEGE DEANS TO SUBMIT PERIODIC EVALUATIONS ("MINI-REVIEWS") AND PROFESSIONAL DEVELOPMENT PLANS (PDP) OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
05/15/09	DEADLINE FOR SUBMISSION OF ALL PERIODIC EVALUATIONS OF TEMPORARY FACULTY TO ACADEMIC PERSONNEL (COLLEGE DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF THESE EVALUATIONS FROM DEPARTMENT TO COLLEGE
05/15/09	SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
12/19/09	FALL DEADLINE FOR DEANS TO SUBMIT FINAL 2009-10 PERIODIC EVALUATIONS OF TENURED FACULTY (ETF) TO ACADEMIC PERSONNEL

SABBATICAL LEAVE
DEADLINE

DATE	EVENT INFORMATION
10/01/08	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2008 OR OVER THE 2007-08 ACADEMIC YEAR
10/13/08	SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2009-10 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
11/17/08	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2009-10 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
12/08/08	DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
12/15/08	DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2009-10 ACADEMIC YEAR
02/02/09	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS
04/01/09	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN FALL 2008

DIFFERENCE-IN-PAY LEAVE
DEADLINES

DATE	EVENT INFORMATION
10/01/08	DEADLINE FOR FACULTY TO SUBMIT DIFFERENCE-IN-PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2008 OR OVER THE 2007-08 ACADEMIC YEAR
02/16/09	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2009-10 TO THE DEPARTMENTAL LEAVE COMMITTEE
03/09/09	DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS FOR 2009-10
03/16/09	DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS FOR 2009-10
04/01/09	DEADLINE FOR FACULTY TO SUBMIT DIP LEAVE REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN FALL 2008
04/01/09	FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS FOR 2009-10

RETENTION, TENURE, AND PROMOTION DEADLINES

DATE	EVENT INFORMATION
08/15/08	ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
09/09/08	ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER, 10:30 A.M.–12:00 P.M
09/10/08	ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE AND PROMOTION (RTP) WORKSHOP IN ANATOL CENTER, 3:00 P.M. – 4:30 P.M.
09/15/08	DEADLINE FOR CANDIDATES TO SUBMIT REQUESTS TO ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) FOR CONSIDERATION FOR EARLY TENURE OR EARLY PROMOTION IN ADVANCE OF NORMAL ELIGIBILITY
09/15/08	DEADLINE FOR FACULTY TO NOTIFY ACADEMIC PERSONNEL, DEPARTMENT CHAIR, AND DEAN OF NOT APPLYING FOR PROMOTION CONSIDERATION
09/15/08	OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR RETENTION, TENURE, AND/OR PROMOTION CANDIDATES (9/15/08-10/02/08)
10/02/08	DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
10/16/08	DEADLINE FOR CANDIDATES FOR PROMOTION TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
11/06/08	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
11/24/08	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR
11/24/08	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR TENURE
12/12/08	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
12/12/08	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING CHAIR'S REVIEW, IF ANY)
02/27/09	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR ALL TENURE DECISIONS AND ALL RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR DECISIONS
03/13/09	DEADLINE FOR DEAN'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3rd PROBATIONARY YEAR IF DEAN'S RECOMMENDATION IS NEGATIVE
03/13/09	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR PROMOTIONS ONLY
04/15/09	DEADLINE FOR DEAN'S REVIEW FOR ALL TENURE DECISIONS
04/21/09	DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE
04/24/09	DEADLINE FOR DEAN'S REVIEW OF PROMOTIONS ONLY
06/01/09	DEADLINE FOR FINAL DECISION FROM PROVOST ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE)
06/01/09	DEADLINE FOR FINAL DECISION FROM PROVOST ON ALL TENURE DECISIONS
06/15/09	DEADLINE FOR FINAL DECISION FROM PROVOST ON PROMOTION ONLY

RANGE ELEVATION FOR LECTURERS
(POLICY STATEMENT 02-03)

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

DATE	EVENT INFORMATION
09/29/08	THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
10/31/08	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
10/31/08	EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICES FOR DISTRIBUTION
02/20/09	SUGGESTED DEADLINE FOR SUBMISSION OF RANGE ELEVATION MATERIALS BY ELIGIBLE LECTURERS
03/10/09	SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
03/24/09	SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT

UNIVERSITY BOOKSTORE
REQUISITION DEADLINES

DATE	EVENT INFORMATION
10/24/08	TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2009
03/27/09	TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2009

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

DATE	EVENT INFORMATION
09/15/08	2007-08 ASSIGNED TIME REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
09/22/08	COMBINED SCAC APPLICATIONS FOR: -MINI GRANTS FOR SPRING 2009 -SUMMER STIPEND FOR SUMMER 2009 -ASSIGNED TIME FOR AY 2009-2010 (FALL 2009 OR SPRING 2010) DUE IN DEPARTMENT OFFICE
09/24/08	COMBINED SCAC APPLICATIONS FOR: -MINI GRANTS FOR SPRING 2009 -SUMMER STIPEND FOR SUMMER 2009 -ASSIGNED TIME FOR AY 2009-2010 (FALL 2009 OR SPRING 2010) DUE IN COLLEGE DEAN'S OFFICE
09/29/08	2008 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
10/15/08	COMBINED SCAC APPLICATIONS FOR: -MINI GRANT FOR SPRING 2009 -SUMMER STIPEND FOR SUMMER 2009 -ASSIGNED TIME FOR AY 2009-2010 DUE IN OFFICE OF UNIVERSITY RESEARCH

FACULTY AWARDS
DEADLINES – POLICY STATEMENT 08-14

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

DATE	EVENT INFORMATION
10/15/08	CHAIR OF ACADEMIC SENATE ANNOUNCES CALL FOR AWARDS AND NOMINATION/SELECTION PROCEDURES
11/15/08	NOMINATIONS DUE IN ACADEMIC SENATE
02/09/09	SUPPORTING MATERIALS DUE FROM NOMINEES TO COLLEGE OFFICES
03/02/09	COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS DUE IN ACADEMIC SENATE OFFICE
04/15/09*	FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE

***SUBJECT TO CHANGE**

ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARDS

DATE	EVENT INFORMATION
03/02/09	ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT (FCPD) MAKE ANNOUNCEMENT OF THE ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARD PROCESS
04/24/09	PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARDS ARE DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
05/15/09	AWARDS ARE ANNOUNCED BY THE DIRECTOR, FCPD

TESTING TIMETABLE

TEST	DATE OF TESTING
AMERICAN COLLEGE TEST (ACT)	OCTOBER 25, 2008, FEBRUARY 7, APRIL 11 AND JUNE 13, 2009
CHEM IIIA TEST	AUGUST 20, SEPTEMBER 3, AND NOVEMBER 5, 2008 JANUARY 7, JANUARY 28, APRIL 22, AND JUNE 19, 2009
ENGLISH PLACEMENT TEST (EPT) & ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)	AUGUST 30 AND DECEMBER 6, 2008 JANUARY 24, MARCH 14, APRIL 11, MAY 2, AND JUNE 13, 2009
EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)	AUGUST 20 AND AUGUST 27, 2008 JANUARY 14 AND JANUARY 21, 2009
SAT I AND SAT II	NOVEMBER 1, 2008 JANUARY 24, AND JUNE 6, 2009
WRITING PROFICIENCY EXAMINATION (WPE)	JULY 12, SEPTEMBER 27, AND NOVEMBER 15, 2008
WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)	TBA
WRITING PROFICIENCY EXAMINATION ESSAY READINGS	JULY 26, OCTOBER 11, AND DECEMBER 13, 2008
WRITING PROFICIENCY EXAMINATION PRE-TEST READINGS	TBA

2008-09 CALENDAR BY DATE

JULY 2008

1	DIRECT DEPOSIT POSTING (JUNE PAYROLL)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
4	INDEPENDENCE DAY HOLIDAY OBSERVANCE, FRIDAY (UNIVERSITY IS CLOSED)
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
7-8/15	WINTER 2009 PHASE I SCHEDULING ON-LINE
7	*SPRING 2009 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
7	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
7	EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
8	SOAR – FRESHMEN WORKSHOP (ALL MAJORS)
9	SOAR FRESHMEN WORKSHOP (ALL MAJORS)
10	SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)
11	SOAR FRESHMEN OVERNIGHT SESSION (DAY 2)
11	END OF SUMMER SESSION I 2008
12	SOAR – FRESHMEN WORKSHOP (ALL MAJORS)
12	WRITING PROFICIENCY EXAMINATION (WPE)
14	SOAR FRESHMEN WORKSHOP (ALL MAJORS)
14-8/22	SUMMER SESSION III 2008
15	SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)
15	TIME ENTRY SYSTEM OPENS
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
TBA	WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
16	SOAR FRESHMEN OVERNIGHT SESSION (DAY 2)
17	SOAR FRESHMEN WORKSHIP (ALL MAJORS)
17	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2008
18	SOAR FRESHMAN WORKSHOP (ALL MAJORS)
21	SOAR TRANSFER WORKSHOP (CNSM & COE)
22	SOAR TRANSFER WORKSHOP (COTA)
23	SOAR TRANSFER WORKSHOP (COLA)
24	SOAR TRANSFER WORKSHOP (CHHS)

***SUBJECT TO CHANGE**

JULY 2008

25	SOAR – TRANSFER WORKSHOP (CBA)
25	CENSUS DATE SUMMER SESSION III 2008
25	MCNAIR 2008 SUMMER RESEARCH INTERNSHIP PROGRAM ENDS
26	WRITING PROFICIENCY EXAM ESSAY READING
29	SOAR – FRESHMEN WORKSHOP (ALL MAJORS)
30	SOAR FRESHMEN WORKSHOP (ALL MAJORS)
30	PAYDAY AFTER 4:00 P.M. (JULY)
31	SOAR FRESHMEN OVERNIGHT SESSION (DAY 1)
31	DIRECT DEPOSIT POSTING (JULY PAYROLL)

AUGUST 2008

1	SOAR FRESHMEN OVERNIGHT SESSION (DAY 2))
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2008 SEMESTER
1	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS
1	INITIAL FILING PERIOD FOR SPRING 2009 ADMISSION
1	END OF SUMMER SESSION II 2008
1	UPWARD BOUND SUMMER PROGRAM ENDS
1-31	INITIAL FILING PERIOD FOR SPRING 2009 ADMISSION FOR TRANSFERS AND SECOND BACHELOR'S DEGREE STUDENTS
2	SOAR -FRESHMEN WORKSHOP (ALL MAJORS)
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
4	*SPRING 2009 PHASE II SCHEDULE BUILDING ACCESS BEGINS
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	SOAR TRANSFER WORKSHOP (CBA)
6	SOAR TRANSFER WORKSHOP (CHHS)
7	SOAR TRANSFER WORKSHOP (COLA)
7	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION II 2008
8	SOAR TRANSFER WORKSHOP (COTA)
8	EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
8-10	EDUCATIONAL OPPORTUNITY PROGRAM WEEKEND ORIENTATION PROGRAM

***SUBJECT TO CHANGE**

AUGUST 2008

9	SOAR – TRANSFER WORKSHOP (ALL MAJORS)
12	SOAR TRANSFER WORKSHOP (CNSM & COE)
13	SOAR TRANSFER WORKSHOP (ALL MAJORS)
14	DEADLINE FOR SPECIAL TOPICS/OFFERINGS COPY FROM DEPARTMENTS TO UCES FOR WINTER 2009
14	SOAR – FRESHMEN WORKSHOP (ALL MAJORS)
15	EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE PROGRAM ENDS
15	ACADEMIC PERSONNEL ANNOUNCES AND DISTRIBUTES ELIGIBILITY LIST FOR RTP
15	SOAR WORKSHOP (FRESHMEN OR TRANSFER) – UNPUBLISHED
15	TIME ENTRY OPENS
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
16	SOAR WORKSHOP (FRESHMEN OR TRANSFER) - UNPUBLISHED
18-29	WINTER 2009 PHASE II SCHEDULING ONLINE
19-21	NEW FACULTY ORIENTATION (TENURE-TRACK FACULTY) SCHEDULED IN THE KARL W. E. ANATOL CENTER
20	EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
20	CHEM IIIA TEST
20	DEADLINE TO PAY STUDENT FEES PRIOR TO THE FIRST DAY OF INSTRUCTION
20	FEDERAL WORK STUDY JOB PLACEMENT FAIR
21	DEADLINE TO FILE KAPLAN SCHOLARSHIP APPLICATION (CONTACT CAREER DEVELOPMENT)
22	END OF SUMMER SESSION III 2008
23	GRADUATE ORIENTATION PROGRAM
25	FIRST DAY OF FALL 2008 SEMESTER
25	FINANCIAL AID FIRST MAJOR DISBURSEMENT FUNDS AVAILABLE TO STUDENTS USING eREFUND
25	RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 5/29/09
25	FALL 2008 STUDENT PARKING PERMITS REQUIRED-PERMITS EXPIRE 1/2/09
25	FACULTY/STAFF PARKING PERMITS REQUIRED - ACADEMIC YEAR PERMITS EXPIRE 5/29/09 FALL SEMESTER PERMITS EXPIRE 1/2/09
25	DEADLINE FOR COLLEGES TO RETURN FINAL PROOFS FOR WINTER 2009 SCHEDULE OF CLASSES TO UCES
25-28	DEPARTMENTAL ADVISING
26	NEW INTERNATIONAL STUDENT ORIENTATION FALL 2008
27	EXAMINATION IN ENGLISH AS A SECOND LANGUAGE (EESL)
27-28	SUMMER INSTITUTE FOR TEACHING AND LEARNING (SITL)

AUGUST 2008

28	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION III 2008
28-29	REGISTRATION UNAVAILABLE FOR FALL 2008
29	PAYDAY AFTER 4:00 P.M. (AUGUST)
29	CONVOCATION OF THE UNIVERSITY COMMUNITY AND COLLEGE MEETINGS
29	FINANCIAL AID FIRST MAJOR DISBURSEMENT CHECKS MAILED
30	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
30-31	MOVE-IN BEGINS IN CAMPUS RESIDENCE HALLS

SEPTEMBER 2008

1	LABOR DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	LAST DAY TO APPLY FOR SPRING 2009 ADMISSION AS AN UNDERGRADUATE TRANSFER OR SECOND BACHELOR'S DEGREE STUDENT
1	LAST DAY TO FILE FOR COMPLETE WITHDRAWAL OR CANCELLATION OF CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
1	LAST DAY FOR REGISTRATION AND ADJUSTMENTS PRIOR TO FIRST DAY OF INSTRUCTION
2	DIRECT DEPOSIT POSTING DATE (AUGUST PAYROLL)
2	LAST DAY TO APPLY FOR A 100% REFUND OF PARKING FEES FROM BURSAR'S OFFICE
2	OPEN UNIVERSITY ENROLLMENT BEGINS FOR FALL 2008 THROUGH UCES
2	FIRST DAY OF CLASSES FALL 2008
2	REGISTRATION PAYMENTS MUST INCLUDE A $25 LATE REGISTRATION FEE
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
3	CHEM IIIA TEST
4	PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)
5	HOURLY TIME CLOSES AT 5:00 P.M.
5	INACTIVE COURSES DISTRIBUTED TO ASSOCIATE DEANS/DEPARTMENT CHAIRS
8	ADMISSIONS DAY (ADMISSIONS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON MONDAY DECEMBER 29, 2008 WHEN THE UNIVERISTY WILL BE CLOSED
9	ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 10:30 A.M.-12:00 P.M.
10	ACADEMIC PERSONNEL CONDUCTS RETENTION, TENURE, AND PROMOTION (RTP) WORKSHOP IN THE ANATOL CENTER 3:00 P.M.-4:30 P.M.
10	CHALLENGE PERIOD I BEGINS FOR GENERAL CURRICULUM PROPOSALS SUBMITTED JULY 7, 2008 (ENDS SEPTEMBER 30, 2008)
TBA	WRITING PROFICIENCY READING PRE-TEST READINGS

SEPTEMBER 2008

12 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

TBA ACADEMIC PERSONNEL CONDUCTS A TENURE-TRACK RECRUITMENT WORKSHOP IN THE ANATOL CENTER 2:00 P.M.-3:30 P.M.

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

15 TIME ENTRY SYSTEM OPENS

15 DEADLINE TO USE MyCSULB TO ADD A COURSE

15 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 2008

15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF PROBATIONARY FACULTY

15 OPEN PERIOD FOR PERSONS TO CONTRIBUTE INFORMATION TO DEPARTMENT COMMITTEE FOR RETENTION, TENURE, AND/OR PROMOTION CANDIDATES (9/15/08-10/02/08)

15 OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATION OF TENURED FACULTY (ETF) FOR FACULTY (INCLUDING ACADEMIC YEAR AND FALL FERP FACULTY) (CLOSES 10/02/08 FOR FALL FERP FACULTY AND 2/5/09 FOR ACADEMIC YEAR FACULTY)

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

15 2007-08 ASSIGNED TIME REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH

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

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

16 ACADEMIC PERSONNEL ANNOUNCES PERIODIC EVALUATION OF TENURED AND TEMPORARY FACULTY PROCESSES

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

19 SECOND SUBMISSION OF FACULTY ASSIGNED TIME. COLLEGES FORWARD THE FOLLOWING TOAA:
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 2008

22 LAST DAY TO ADD A COURSE OR REQUEST CR/NC OR AUDIT OPTIONS, FALL 2008

22 DEADLINE FOR CREDIT BY EXAMINATION

SEPTEMBER 2008

22	GRADUATE AND PROFESSIONAL SCHOOLS DAY 10AM-2PM, SPONSORED BY EOP
22	*SPRING 2009 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
22	COMBINED SCAC APPLICATIONS FOR MINI GRANTS FOR SPRING 2009, SUMMER STIPEND FOR SUMMER 2009, ASSIGNED TIME FOR AY 2009-2010 (FALL 2009 OR SPRING 2010) DUE IN DEPARTMENT OFFICE
22-11/20	ON-CAMPUS INTERVIEW PROGRAM, SPONSORED BY CAREER DEVELOPMENT
23	ACADEMIC AFFAIRS NOTIFIES COLLEGES OF ANY ASSIGNED TIME REQUESTS FROM THE SECOND SUBMISSION WHICH WERE DISAPPROVED
24	COMBINED SCAC APPLICATIONS FOR MINI GRANTS FOR SPRING 2009, SUMMER STIPEND FOR SUMMER 2009, ASSIGNED TIME FOR AY 2009-2010 (FALL 2009 OR SPRING 2010) DUE IN COLLEGE DEANS' OFFICES
25	DEANS FORWARD SUPPLEMENTAL FALL 2007 ASSIGNED TIME SUMMARY SHEETS TO ACADEMIC AFFAIRS (SECOND SUBMISSION) AND FACULTY REIMBURSED PAYROLL FORMS
26	ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME SUMMARY LISTS TO INSTITUTIONAL RESEARCH
27	WRITING PROFICIENCY EXAMINATION (WPE)
29	THE OFFICE OF ACADEMIC AFFAIRS (ACADEMIC PERSONNEL) PROVIDES A TIMETABLE FOR ALL DEADLINES RELATED TO LECTURER RANGE ELEVATION
29	2008 SUMMER STIPEND REPORTS OF WORK ACCOMPLISHED DUE IN THE OFFICE OF UNIVERSITY RESEARCH
29	LAST DAY FOR OPEN UNIVERSITY ENROLLMENT FALL 2008 THROUGH UCES
29	CENSUS DATE FALL 2008
30	CURRICULUM CHALLENGE PERIOD 1 ENDS: FORMAL CERTIFICATION
30	PAYDAY AFTER 4:00 P.M. (SEPTEMBER)

OCTOBER 2008

1-11/30	INITIAL FILING PERIOD FOR FALL 2009 ADMISSION
1	RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR SPRING 2009
1	FALL ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERSHIP BEGINS (CAREER DEVELOPMENT CENTER)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	DIRECT DEPOSIT POSTING DATE (SEPTEMBER PAYROLL)
1	LAST DAY TO APPLY FOR 75% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE OR PARKING OFFICE
1	DIRECT EXCHANGE APPLICATION FOR SPRING DUE IN CENTER FOR INTERNATIONAL EDUCATION
1	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN SPRING 2008 OR OVER THE 2007-08 ACADEMIC YEAR

***SUBJECT TO CHANGE**

OCTOBER 2008

1	DEADLINE FOR FACULTY TO INFORM DEANS OF INTENTION TO RETURN FROM LEAVE WITHOUT PAY EFFECTIVE SPRING 2009
1	DEADLINE FOR FACULTY TO SUBMIT DIFFERNCE-IN-PAY ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN IN SPRING 2008 OPR OVER THE 2007-08 ACADEMIC YEAR
1	*FACULTY SUPPER CLUB
2	DEADLINE FOR FALL FERP FACULTY SCHEDULED FOR PERIODIC EVALUATIONS (ETF) TO SUBMIT MATERIALS TO DEPARTMENT PEER COMMITTEE
2	DEADLINE FOR ALL CANDIDATES FOR RETENTION OR TENURE TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
3	ACADEMIC AFFAIRS DISTRIBUTES PRELIMINARY ASSIGNED TIME ACCOUNTING REPORTS (BY DEPARTMENT & FUND SOURCE) GENERATED BY INSTITUTIONAL RESEARCH TO COLLEGES FOR VERIFICATION
3	FALL 2008 FACULTY EVALUATION PRE-PRINTED CLASS IDENTIFICATION SHEETS DISTRIBUTED TO THE DEPARTMENTS
3	INACTIVE COURSE CERTIFICATION
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
6-7	*SPRING 2009 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
7	FINANCIAL AID SECOND MAJOR CHECK DISBURSEMENT CHECKS MAILED
8	LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
9	CAMPUS-WIDE EMERGENCY EVACUATION DRILL – 1:30 P.M.
9	PREMIER JOBS – FALL JOB FAIR 12-4 PM, SPONSORED BY CAREER DEVELOPMENT CENTER
10	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
11	WRITING PROFICIENCY EXAMINATION ESSAY READING
11	STUDENT SERVICES FAIR
13	SABBATICAL LEAVE ELIGIBILITY INFORMATION FOR 2009-10 LEAVES TO BE DISTRIBUTED TO COLLEGES BY ACADEMIC AFFAIRS
13	COLUMBUS DAY, UNIVERSITY IS OPEN (COLUMBUS DAY IS RE-SCHEDULED AND WILL BE OFFICIALLY OBSERVED ON FRIDAY, NOVEMBER 28, 2008 WHEN THE UNIVERSITY WILL BE CLOSED)
14	ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONAL RESEARCH
TBA	WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

***SUBJECT TO CHANGE**

OCTOBER 2008

15	DEADLINE TO FILE REQUEST TO GRADUATE FOR SPRING 2009 OR SUMMER 2009 GRADUATION
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
15	STUDY ABROAD FAIR, 10:00 A.M. – 3:00 P.M., FRIENDSHIP WALK
15	COMBINED SCAC APPLICATIONS FOR MINI GRANTS FOR SPRING 2009, SUMMER STIPEND FOR SUMMER 2009, ASSIGNED TIME FOR AY 2009-2010 DUE IN OFFICE OF UNIVERSITY RESEARCH
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 TO SUBMIT RTP FILE TO DEPARTMENT RTP COMMITTEE
17	FALL 2008 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
17	DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR FALL 2008 FACULTY
17	*JUNIOR UNIVERSITY ACADEMIC DAY (FORMERLY ACADEMIC DAY KALEIDOSCOPE))
20	DEADLINE TO APPLY FOR SPRING 2009 LONDON SEMESTER
22	GRADUATE AND PROFESSIONAL SCHOOLS DAY (EDUCATIONAL EQUITY SERVICES AND EDUCATIONAL OPPORTUNITY PROGRAM)
24	FALL 2008 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
24	ANNUAL CSU SOUTH NEW CHAIRS WORKSHOP IN THE POINTE
24	TEXTBOOK REQUISITION DUE DATE FOR WINTER/SPRING 2009
25	AMERICAN COLLEGE TEST (ACT)
27	WINTER SESSION 2009 REGISTRATION BEGINS
27-31	FALL INTERNSHIP WEEK, SPONSORED BY CAREER DEVELOPMENT CENTER
29	DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
29	*SCHEDULE OF CLASSES, SPRING 2009, AVAILABLE IN THE BOOKSTORE
30	PAYDAY AFTER 4:00 P.M. (OCTOBER)
30	FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORTS AND FACULTY APPOINTMENT REPORT RETURNED FROM COLLEGES TO INSTITUTIONAL RESEARCH
31	DIRECT DEPOSIT POSTING DATE (OCTOBER PAYROLL)
31	*SUMMER 2009 SCHEDULE BUILDING ACCESS BEGINS
31	EACH ELIGIBLE LECTURER WILL BE NOTIFIED OF RANGE ELEVATION ELIGIBILITY. THE LIST WILL BE PROVIDED BY ACADEMIC PERSONNEL TO THE COLLEGE OFFICE FOR DISTRIBUTION

***SUBJECT TO CHANGE**

OCTOBER 2008

31	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

NOVEMBER 2008

1	LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
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 2009
1	SAT I AND SAT II
2	LATE SPRING 2009 RESIDENCE RECLASSIFICATION PROCESS FOR EARLY REGISTRATION $10 MISSED DEADLINE FEE
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
3	*SPRING 2009 REGISTRATION AND ADJUSTMENTS BEGINS
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	CHEM IIIA TEST
5	*FEE PAYMENT FOR SPRING 2009 REGISTRATION BEGINS
6	LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
6	*FACULTY SUPPER CLUB
6	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY) FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
11	VETERANS DAY OBSERVED, TUESDAY (UNIVERSITY IS CLOSED)
12	FALL FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
14	FALL FACULTY EVALUATION PRE-PRINTED INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO DEPARTMENTS
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
15	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)
15	WRITING PROFICIENCY EXAMINATION (WPE)
17	DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT SABBATICAL APPLICATIONS FOR 2009-10 TO THE COLLEGE PROFESSIONAL LEAVE COMMITTEE
17-21	INTERNATIONAL EDUCATION WEEK (SPONSORED BY CENTER FOR INTERNATIONAL EDUCATION)

***SUBJECT TO CHANGE**

NOVEMBER 2008

18 & 19	FALL LECTURER EVALUATION WORKSHOP 4-5:30PM ANATOL CENTER
20	LAST DAY OF FALL ON-CAMPUS INTERVIEW PROGRAM FOR CAREER AND INTERSHIPS (CAREER DEVELOPMENT CENTER)
21	DEADLINE TO DROP A COURSE WITHOUT COLLEGE DEAN'S SIGNATURE, FALL 2008
24	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW (INCLUDING CHAIR'S REVIEW, IF ANY, FOR TENURE)
24	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
24	NO REFUND OF PARKING PERMIT FEES FOR FALL 2008
26	FALL BREAK – NO CLASSES: CAMPUS IS OPEN
27	THANKSGIVING DAY, (THURSDAY) UNIVERSITY IS CLOSED
28	UNIVERSITY IS CLOSED. (COLUMBUS DAY, OCTOBER 13, 2008, RESCHEDULED AND OFFICIALLY OBSERVED)
29	REMINDER FOR PART-TIME FACULTY, TA'S AND GA'S THAT ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE

DECEMBER 2008

TBA	WRITING PROFICIENCY EXAMINATIONS (MAKE-UP TEST)
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 2008 OR WINTER 2009 GRADUATION
1	DEADLINE TO FILE FOR REINSTATEMENT FOR SPRING 2009
1	DEADLINE TO APPLY FOR ADMISSION TO SPRING 2009 FOR RETURNING STUDENTS, RETURNING DISQUALIFIED STUDENTS, CERTIFICATE, AND GRADUATE STUDENTS
1	LAST DAY OF INITIAL FILING PERIOD FOR FALL 2009 ADMISSION FOR UNDERGRADUATES & SECOND BACHELOR'S DEGREE APPLICANTS
1	DEADLINE TO APPLY FOR 25% REFUND OF PARKING PERMIT FEES FOR FALL 2008 FROM BURSAR'S OFFICE
1	OPEN PERIOD BEGINS FOR PERSONS TO PROVIDE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS (ETF) FOR SPRING SEMESTER FERPS (CLOSES 2/5/09)
1	OPEN PERIOD BEGINS FOR PERSONS TO PROVISE INFORMATION CONCERNING CANDIDATES FOR PERIODIC EVALUATIONS OF PROBATIONARY FACULTY (CLOSES 2/05/09)
2	DIRECT DEPOSIT POSTING DATE (NOVEMBER PAYROLL)
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
3	*FACULTY SUPPER CLUB
4	*FALL 2009 PHASE 1 SCHEDULE BUILDING ACCESS BEGINS

***SUBJECT TO CHANGE**

DECEMBER 2008

5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS DUE FROM COLLEGES TO CURRICULUM OFFICE
6	ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATH TEST (ELM)
8	DEADLINE FOR COLLEGE PROFESSIONAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS/DIRECTORS
11	COLLEGES/DEPARTMENTS RECEIVE SPRING 2009 ENROLLMENT COMPARISON REPORT (PRIORITY REGISTRATION)
12	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEAN'S OFFICES
12	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 3RD PROBATIONARY YEAR
12	LAST DAY OF INSTRUCTION, FALL 2008
12	DEADLINE TO DROP A COURSE FOR FALL 2008 (WITH THE DEAN'S APPROVAL)
12	DEADLINE FOR DEPARTMENT RTP COMMITTEE'S REVIEW OF PROMOTIONS (INCLUDING CHAIR'S REVIEW, IF ANY)
12	CHALLENGE PERIOD II BEGINS FOR CURRICULUM PROPOSALS SUBMITTED DECEMBER 5, 2008 (ENDS JANUARY 16, 2009)
13	WRITING PROFICIENCY EXAMINATION ESSAY READING
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
15	DEADLINE FOR DEANS TO SUBMIT RECOMMENDATIONS TO ACADEMIC AFFAIRS REGARDING SABBATICAL LEAVES FOR THE 2009-10 ACADEMIC YEAR
15	FALL FACULTY EVALUATION COMPLETED INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTITUTIONAL RESEARCH
15-20	FINAL EXAMS
19	DEADLINE FOR DEANS TO SUBMIT TO ACADEMIC PERSONNEL ANY PERIODIC EVALUATIONS OF TEMPORARY FACULTY EVALUATED IN THE FALL SEMESTER
19	DEADLINE FOR DEANS TO SUBMIT FALL FERP FACULTY PERIODIC EVALUATIONS TO ACADEMIC PERSONNEL
22	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES
24	DEADLINE TO REQUEST SPRING 2009 EDUCATIONAL LEAVE WITHOUT PENALTY
24	DEADLINE TO FILE REQUEST FOR FALL 2008 EDUCATIONAL LEAVE WITH $10 MISSED DEADLINE FEE
24	LAST DAY OF FALL 2008 SEMESTER
12/25-1/23/09	WINTER RECESS
25	CHRISTMAS HOLIDAY, THURSDAY (UNIVERSITY IS CLOSED)

***SUBJECT TO CHANGE**

DECEMBER 2008

26	UNIVERSITY IS CLOSED, (LINCOLN'S BIRTHDAY, FEBRUARY, 2009 RESCHEDULED AND OFFICIALLY OBSERVED FRIDAY, DECEMBER 26, 2008)
29	UNIVERSITY IS CLOSED (PRESIDENT'S DAY, JANUARY 2009, RESCHEDULED AND OFFICIALLY OBSERVED MONDAY, DECEMBER 29, 2008)
30	UNIVERSITY IS CLOSED (ADMISSION DAY, RESCHEDULED AND OFFICIALLY OBSERVED TUESDAY, DECEMBER 30, 2008)
31	UNIVERSITY IS CLOSED, WEDNESDAY (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 WEDNESDAY, DECEMBER 31, 2008)

JANUARY 2009

1	NEW YEAR'S DAY, THURSDAY (UNIVERSITY IS CLOSED)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
2	WINTER SESSION PARKING PERMITS REQUIRED
2	PAYDAY (DECEMBER 2008)
2	DIRECT DEPOSIT POSTING DATE (DECEMBER PAYROLL)
2	DEADLINE TO SUBMIT GRADES FOR FALL 2008
2	ACADEMIC AFFAIRS (AA) DISTRIBUTES NON-COLLEGE FUNDED ASSIGNED TIME LIST TO COLLEGE DEANS
2-2/15	STUDENTS RECEIVE RENEWAL FAFSA (FINANCIAL AID FORM) FOR 2009-2010 FROM FEDERAL PROCESSOR
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5-23	WINTER SESSION 2009
5	INSTRUCTION BEGINS: WINTER SESSION 2009
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	2009-10 FINANCIAL AID APPLICATIONS AVAILABLE-CAL GRANTS AND STATE AND FEDERAL FINANCIAL AID PROGRAMS
7	CHEM IIIA TEST
9	SOAR ADVISOR TRAINING
9	*FALL 2009 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
TBA	EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
12	WINTER SOAR-TRANSFER WORKSHOP (CNSM & COE) FOR SPRING 2009
13	WINTER SOAR-TRANSFER WORKSHOP (COLA) FOR SPRING 2009
14	WINTER SOAR TRANSFER WORKSHOP (COTA) FOR SPRING 2009
14	EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)

***SUBJECT TO CHANGE**

JANUARY 2009

15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
15	WINTER SOAR TRANSFER WORKSHOP (CBA) FOR SPRING 2009
16	WINTER SOAR TRANSFER WORKSHOP (CHHS) FOR SPRING 2009
16	*FALL 2009 PHASE II SCHEDULE BUILDING ACCESS BEGINS
16	CURRICULUM CHALLENGE PERIOD II ENDS; FORMAL CERTIFICATION
16	FALL FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES, AND DEPARTMENTS
19	MARTIN LUTHER KING, JR. HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
20	FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR FALL 2008 MAILED
20	INTERNATIONAL STUDENT ORIENTATION SPRING 2009
21	SPRING 2009 RESIDENCE PARKING PERMITS REQUIRED -- PERMITS EXPIRE 05/29/09
21	EXAMINATIONS IN ENGLISH AS A SECOND LANGUAGE (EESL)
22-23	*SPRING 2009 REGISTRATION UNAVAILABLE
23	SPRING 2009 FACULTY/STAFF/STUDENT PARKING PERMITS REQUIRED – PERMITS EXPIRE 5/29/09
23	LAST DAY OF CLASS, WINTER SESSION 2009
23	FIRST DAY OF SPRING 2009 SEMESTER
23	FINANCIAL AID FIRST MAJOR CHECK DISBURSEMENT CHECKS MAILED
23	DEPARTMENTAL ADVISING
24	ENGLISH PLACEMENT TEST (EPT) ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
24	SAT I AND SAT II
25	RESIDENCY DETERMINATION DATE FOR SPRING 2009
25	LAST DAY TO WITHDRAW FROM CLASSES FOR 100% REFUND OF NON-RESIDENT TUITION OR STATE UNIVERSITY FEES
25	DEADLINE TO REGISTER FOR SPRING 2009 WITHOUT PAYMENT OF LATE REGISTRATION FEE OF $25
26	LAST DAY TO APPLY FOR 100% REFUND OF SPRING 2009 PARKING PERMIT FEES (BURSAR'S OFFICE)
26	FIRST DAY OF CLASSES SPRING 2009
26	SPRING 2009 REGISTRATION INCLUDES A $25 LATE REGISTRATION FEE
26	SPRING 2009 OPEN UNIVERSITY ENROLLMENT BEGINS THROUGH UCES.
28	PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY BEGIN (STATE UNIVERSITY FEES AND NON-RESIDENT TUITION)

*** SUBJECT TO CHANGE**

JANUARY 2009

28 CHEM IIIA TEST

29 DEADLINE TO SUBMIT GRADE ROSTERS FOR WINTER SESSION 2009

29 PAYDAY AFTER 4:00 P.M. (JANUARY)

30 DIRECT DEPOSIT POSTING DATE (JANUARY PAYROLL)

FEBRUARY 2009

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 DUE MAY 1)

2 SABBATICAL LEAVES FINAL DECISIONS TO BE ANNOUNCED BY ACADEMIC AFFAIRS

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

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

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

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

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

6 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

7 AMERICAN COLLEGE TEST (ACT)

8 LAST DAY TO USE MyCSULB TO ADD A COURSE, SPRING 2009

8 DEADLINE TO DROP OR WITHDRAW WITHOUT SIGNATURES OF INSTRUCTOR AND CHAIR DROP WITHOUT "W" GRADE, SPRING 2009

9 *SUMMER 2009 SCHEDULE BUILDING ACCESS ENDS

9 SUPPORTING MATERIALS FROM NOMINEES FOR DISTINGUISHED FACULTY AWARDS DUE TO COLLEGE OFFICES (EXCLUDING OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD)

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

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

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

12 LINCOLN'S BIRTHDAY, THURSDAY, UNIVERSITY IS OPEN. (OBSERVED DECEMBER 26, 2008)

***SUBJECT TO CHANGE**

FEBRUARY 2009

13 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

13 LAST DAY TO ADD A COURSE, SPRING 2009; DEADLINE TO REQUEST CREDIT/NO CREDIT OR AUDIT GRADE OPTIONS

13 DEADLINE FOR CREDIT BY EXAMINATION, SPRING 2009

15 TIME ENTRY SYSTEM OPENS

16 PRESIDENT'S DAY, MONDAY (UNIVERSITY IS OPEN, OBSERVED DECEMBER 29, 2008)

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

16 DEADLINE FOR ELIGIBLE FACULTY TO SUBMIT DIFFERENCE-IN-PAY LEAVE APPLICATIONS FOR 2009-10 TO THE DEPARTMENTAL LEAVE COMMITTEE

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

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

20 LAST DAY TO ADD A COOPERATIVE EDUCATION COURSE, SPRING 2009

20 STUDENT RESEARCH COMPETITION

20 ACADEMIC AFFAIRS FORWARDS SPRING 2009 ASSIGNED TIME LISTS TO INSTITUTIONAL RESEARCH

20 *FALL 2009 PHASE II SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS

20 CENSUS DATE, SPRING 2009

20 LAST DAY TO REGISTER FOR OPEN UNIVERSITY OR EXTENSION CREDIT COURSES, SPRING 2009

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

21 WRITING PROFICIENCY EXAMINATION (WPE)

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

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

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

27 SPRING 2009 FACULTY EVALUATION CLASS IDENTIFICATION SHEETS DISTRIBUTED TO DEPARTMENTS

27 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR ALL TENURE CANDIDATES

27 DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR

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

***SUBJECT TO CHANGE**

MARCH 2009

TBA	ACADEMIC PERSONNEL CONDUCTS RETIREMENT AND FERP WORKSHOP
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	LAST DAY TO RECEIVE A PARTIAL REFUND FOR AN OPEN UNIVERSITY COURSE
1	RESIDENCE RECLASSIFICATION PROCESS BEGINS FOR FALL2009 EARLY REGISTRATION
2	ASSOCIATE VICE PRESIDENT (ACADEMIC PERSONNEL) AND DIRECTOR, FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT, MAKE ANNOUNCEMENT OF THE ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARD PROCESS
2	COLLEGE AWARDS COMMITTEES' RECOMMENDATIONS AND RANKINGS FOR DISTINGUISHED FACULTY AWARDS DUE IN ACADEMIC SENATE OFFICE (EXCLUDES OUTSTANDING PROFESSOR AWARD AND NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD)
2	DEADLINE TO FILE REQUEST TO GRADUATE FOR FALL 2009 OR WINTER 2010 GRADUATION
2	FINANCIAL AID PRIORITY APPLICATION DEADLINE AND CAL GRANT DEADLINE FOR 2009-10
2	DIRECT DEPOSIT POSTING DATE (FEBRUARY PAYROLL)
2	*SUMMER 2009 INFORMATION GUIDE AVAILABLE
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
4	*FACULTY SUPPER CLUB
TBA	WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)
5	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)
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
6	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	DEADLINE TO SUBMIT KALEIDOSCOPE PARTICIPANT APPLICATION
7	WRITING PROFICIENCY EXAMINATION ESSAY READING
TBA	*INTERNSHIP ESSAY CONTEST, SPONSORED BY THE CAREER DEVELOPMENT CENTER
9	FINANCIAL AID SECOND MAJOR DISBURSEMENT CHECKS MAILED
9	DEADLINE FOR DEPARTMENTAL LEAVE COMMITTEE TO MAKE RECOMMENDATIONS TO DEANS 2009-10
9-10	FALL 2009 SCHEDULE OF CLASSES PRINTER'S COPY AVAILABLE FOR PROOFING IN ENROLLMENT SERVICES
10	SUGGESTED DEADLINE FOR DEPARTMENT TO SUBMIT WRITTEN RECOMMENDATION ON RANGE ELEVATION TO DEAN
10	ACADEMIC AFFAIRS FORWARDS ASSIGNED TIME CORRECTIONS TO INSTITUTIONALRESEARCH

***SUBJECT TO CHANGE**

MARCH 2009

10	DEPARTMENTS RETURN COMPLETED CLASS IDENTIFICATION SHEETS FOR SPRING 2009 FACULTY EVALUATION TO INSTITUTION RESEARCH
13	DEADLINE FOR NEW COURSES BEING REVIEWED FOR GE STATUS TO CURRICULUM OFFICE
13	DEADLINE FOR DEANS' REVIEW FOR RETENTION OF FACULTY IN THEIR 3rd PROBATIONARY YEAR, IF DEAN'S RECOMMENDATION IS NEGATIVE
13	DEADLINE FOR COLLEGE RTP COMMITTEE'S REVIEW FOR PROMOTIONS ONLY
13	SPRING 2009 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT AND FACULTY APPOINTMENT REPORT DISTRIBUTED TO COLLEGES FOR CORRECTION
13	*WOMEN AND CAREERS CONFERENCE
14	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
15	TIME ENTRY SYSTEM OPENS
15	SPRING 2008 ENROLLMENT REPORTING SYSTEM FILES (ENROLLMENT AND APPLICATIONS) DUE TO THE OFFICE OF THE CHANCELLOR
16	*SUMMER 2009 REGISTRATION BEGINS
16	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
16	DEADLINE FOR DEANS/DIRECTORS TO SUBMIT RECOMMENDATIONS FOR DIFFERENCE-IN-PAY LEAVES TO ACADEMIC AFFAIRS FOR 2009-10
17	SPRING STUDY ABROAD EXPO, 10:00 A.M. – 3:00 P.M., MAXON PLAZA
17	SPRING 2009 FACULTY EVALUATION NON-COMPLIANCE LIST PROVIDED TO ACADEMIC AFFAIRS
19	SPRING JOB FAIR SPONSORED BY THE CAREER DEVELOPMENT CENTER, 12:00– 4:00 P.M.
20	DEADLINE FOR FACULTY EVALUATION COURSE SECTION ADDITIONS OR DELETIONS, OR CHANGES OF INSTRUCTOR NAMES
22	LAST DAY TO APPLY FOR 50% REFUND OF PARKING PERMIT FEES FROM BURSAR'S OFFICE
24	SUGGESTED DEADLINE FOR DEAN'S FINAL DECISION ON RANGE ELEVATION FORWARDED TO LECTURER AND DEPARTMENT
25	KALEIDOSCOPE INFORMATION MEETING HELD IN UNIVERSITY STUDENT UNION, RM 205, 3:00-4:00PM
26	KALEIDOSCOPE INFORMATION MEETING HELD IN UNIVERSITY STUDENT UNION, RM 205, 3:00-4:00PM
26	COLLEGES RETURN CORRECTED SPRING 2009 FACULTY ASSIGNMENTS BY DEPARTMENT (FAD) REPORT AND FACULTY APPOINTMENT CORRECTIONS TO INSTITUTIONAL RESEARCH
27	TEXTBOOK REQUISITION DUE DATE FOR SUMMER/FALL 2009
30	PAYDAY AFTER 4:00 P.M. (MARCH)
30-4/3	SPRING RECESS (NO CLASSES)
31	CESAR CHAVEZ HOLIDAY, TUESDAY (UNIVERSITY CLOSED)

***SUBJECT TO CHANGE**

APRIL 2009

1	*SCHEDULE OF CLASSES, FALL 2009 AVAILABLE IN THE BOOKSTORE
1	DEADLINE TO FILE FOR RESIDENCY RECLASSIFICATION FOR SUMMER 2009 AND FALL 2010
1	DEADLINE FOR DIRECT EXCHANGE APPLICATION FOR FALL 2009
1	DEADLINE FOR FACULTY TO SUBMIT SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE ACTIVITY REPORTS TO ACADEMIC PERSONNEL FOR LEAVES TAKEN DURING THE FALL 2008 SEMESTER.
1	DIRECT DEPOSIT POSTING DATE (MARCH PAYROLL)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
2	LATE RESIDENCY RECLASSIFICATION PROCESS BEGINS FOR FALL 2009. $10 MISSED DEADLINE FEE
3	DEADLINE TO SUBMIT KALEIDOSCOPE PARTICIPANT ALTERATION FORMS
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
6	*REPORT (BUDGET & HRM) DISTRIBUTED TO COLLEGES FOR VERIFICATION
6	*REGISTRATION AND ADJUSTMENTS FOR FALL 2009 BEGINS
7	SPRING 2009 FACULTY ASSIGNMENTS BY DEPARTMENT REPORT DISTRIBUTED TO COLLEGES
9	LAST DAY TO RECEIVE PRORATED REFUNDS FOR COMPLETE WITHDRAWALS FROM UNIVERSITY (BOTH SUF AND NRT)
9	*FACULTY SUPPER CLUB
11	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATH EXAMINATION (ELM)
11	AMERICAN COLLEGE TEST (ACT)
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
15	DEADLINE FOR DEAN'S REVIEW FOR ALL TENURE DECISIONS
15	*FACULTY AWARDS ANNOUNCED BY CHAIR OF ACADEMIC SENATE
15	KALEIDOSCOPE PARTICIPANT MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.
16	KALEIDOSCOPE PARTICIPANT MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00 P.M. – 4:00 P.M.
16	SPRING 2009 FACULTY EVALUATION INSTRUCTOR-COURSE EVALUATION FORMS DISTRIBUTED TO THE DEPARTMENTS
18	WRITING PROFICIENCY EXAMINATION (WPE)
19	LAST DAY TO APPLY FOR 25% REFUND OF PARKING PERMIT FES FROM BURSAR'S OFFICE
20	NO REFUND FOR PARKING PERMIT FEES FOR SPRING 2009
21	SOAR, PEER ACADEMIC ADVISING TRAINING

***SUBJECT TO CHANGE**

APRIL 2009

21	DEADLINE FOR DEAN'S REVIEW OF RETENTION OF FACULTY IN THEIR 4TH OR 5TH PROBATIONARY YEAR, IF DEAN RECOMMENDATION IS NEGATIVE
21	KALEIDOSCOPE VOLUNTEER MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00-4:00PM
22	KALEIDOSCOPE VOLUNTEER MEETING HELD IN UNIVERSITY STUDENT UNION, ROOM 205, 3:00-4:00PM
22	CHEM IIIA TEST
23-5/23	eJOBS @THE BEACH – VIRTUAL JOB FAIR, SPONSORED BY CAREER DEVELOPMENT
24	PROPOSALS FOR THE ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARDS ARE DUE IN THE FACULTY CENTER FOR PROFESSIONAL DEVELOPMENT
24	*ALUMNI AWARDS BANQUET
24	DEADLINE TO DROP A COURSE (WITHOUT DEAN'S SIGNATURE) SPRING 2009
24	DEADLINE FOR DEAN'S REVIEW OF PROMOTIONS ONLY
25	KALEIDOSCOPE FESTIVAL
28	SOAR PEER ACADEMIC ADVISING TRAINING
28	SOUTH ASIA DAY
30	REMINDER FOR PART-TIME FACULTY, TEACHING ASSISTANTS, AND GRADUATE ASSISTANTS WHO ARE NOT RETURNING TO COMPLETE CLEARANCE CERTIFICATE
30	PAYDAY AFTER 4:00 P.M. (APRIL)

MAY 2009

TBA	WRITING PROFICIENCY EXAM (MAKE-UP TEST)
TBA	FACULTY RETIREMENT LUNCHEON
1	ENROLLMENT DEPOSIT DEADLINE FOR FRESHMEN FALL 2009
1	INTERNATIONAL PROGRAM (IP) DEADLINE FOR AUSTRALIA, NEW ZEALAND AND SOUTH AFRICA
1	DEADLINE TO APPLY FOR FALL 2009 LONDON SEMESTER
1	FIRST DAY TO FILE REQUEST TO GRADUATE FOR SPRING 2010 OR SUMMER 2010 GRADUATION 2
1	DIRECT DEPOSIT POSTING DATE (APRIL PAYROLL)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	DEADLINE TO SUBMIT 2008-09 STAFFORD LOAN APPLICATIONS TO FINANCIAL AID
1	*SPRING 2010 PHASE I SCHEDULE BUILDING ACCESS BEGINS
2	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	SOAR, PEER ACADEMIC ADVISING TRAINING

***SUBJECT TO CHANGE**

MAY 2009

6	*FACULTY SUPPER CLUB
6	INTERNATIONAL STUDENT GRADUATION RECEPTION
7	EOP GRADUATE RECOGNITION DAY (EDUCATIONAL OPPORTUNITY PROGRAM)
9	WRITING PROFICIENCY EXAMINATION ESSAY READINGS
10-14	*STUDENT INFORMATION SYSTEM UNAVAILABLE FOR UPDATES DUE TO MAJOR SYSTEM UPGRADE
12	SOAR, PEER ACADEMIC ADVISING TRAINING
TBA	UNIVERSITY ACHIEVEMENT AWARDS CELEBRATION
15	ENHANCING EDUCATIONAL EFFECTIVENESS THROUGH TECHNOLOGY AWARDS ARE ANNOUNCED BY FCPD DIRECTOR
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	TIME ENTRY SYSTEM OPENS
15	FACULTY REPORTS ON WORK ACCOMPLISHED WITH ASSIGNED TIME DUE IN COLLEGE DEANS' OFFICES
15	LAST DAY OF CLASSES, SPRING 2009
15	DEADLINE TO DROP A COURSE (WITH DEAN'S APPROVAL) SPRING 2009
15	DEADLINE FOR COLLEGE DEANS TO SUBMIT PERIODIC EVALUATIONS ("MINI-REVIEWS") AND PROFESSIONAL DEVELOPMENT PLANS (PDP) OF PROBATIONARY FACULTY TO ACADEMIC PERSONNEL
15	SUGGESTED DEADLINE FOR DEPARTMENT/LIBRARY PEER COMMITTEES TO SUBMIT PERIODIC EVALUATIONS OF TENURED FACULTY TO DEANS
15	DEADLINE FOR SUBMISSION OF ALL PERIODIC EVALUATIONS OF TEMPORARY FACULTY TO ACADEMIC PERSONNEL (COLLEGE DEANS SHALL ESTABLISH THEIR OWN DEADLINES FOR SUBMISSION OF THESE EVALUATIONS FROM DEPARTMENT TO COLLEGES)
18	*FACULTY RETIREMENT DINNER
18	SPRING 2009 FACULTY EVALUATION COMPLETED. INSTRUCTOR-COURSE EVALUATION FORMS DUE TO INSTUTIONAL RESEARCH
18-23	FINAL EXAMINATIONS, SPRING 2009
20	LAST DAY TO PAY FOR SUMMER 2009 REGISTRATION FEES
22	LAST DAY FOR COLLEGE WORK-STUDY STUDENTS TO WORK ON 2008-09 AWARDS
23	DEADLINE FOR RESIDENCE HALL STUDENTS TO MOVE OUT
23	LAST DAY FOR eJOBS @THE BEACH – VIRTUAL JOB FAIR (CAREER DEVELOPMENT)
25	MEMORIAL DAY HOLIDAY, MONDAY (UNIVERSITY IS CLOSED)
27-29	COMMENCEMENT CEREMONIES
29	LAST DAY OF SPRING 2009 SEMESTER
29	DEADLINE TO SUBMIT GRADES FOR SPRING 2009

*** SUBJECT TO CHANGE**

MAY 2009

29	PAYDAY AFTER 4:00 P.M. (MAY)
29	DEADLINE TO FILE REQUEST FOR SPRING 2009 EDUCATIONAL LEAVE WITH $10 MISSED DEADLINE FEE OR FOR FALL 2009 EDUCATIONAL LEAVE WITHOUT PENALTY
30	2009/2010 EMPLOYEE PARKING PERMITS REQUIRED (FULL YEAR PERMITS BEGIN 5/30/09AND ENDS 5/31/10 (FULL YEAR EMPLOYEE PERMITS VALID 5/31/08 -5/30/2011 VIA PAYROLL DEDUCTION)
31	SESSION 1 SUMMER 2009 DEADLINE FOR A FULL REFUND

JUNE 2009

1	DIRECT DEPOSIT POSTING DATE (MAY PAYROLL)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	ENROLLMENT DEPOSIT DEADLINE FOR TRANSFERS FALL 2009
1	LAST DAY TO APPLY FOR FALL 2009 FOR CERTIFICATE AND CREDENTIAL STUDENTS
1	RESIDENCY DETERMINATION DATE FOR SUMMER 2009
1	FULL YEAR, ACADEMIC YEAR, AND SPRING SEMESTER PARKING PERMITS EXPIRE
1	DEADLINE FOR FINAL DECISION FROM PROVOST ON ALL TENURE DECISIONS.
1	DEADLINE FOR FINAL DECISION FROM PROVOST ON RETENTION OF FACULTY IN THEIR 3RD, 4TH, OR 5TH PROBATIONARY YEAR (FINAL DECISION DELEGATED TO DEANS WHEN DEAN'S DECISION IS POSITIVE)
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 STAFF ACADEMIC PERSONNEL, BUDGET, AND PAYROLL DEPARTMENTS
1 – 7/10	SUMMER SESSION I - 2009
1 – 8/21	SUMMER SESSIONS – 2009
2-6	SOAR ADVISOR TRAINING
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.
5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
5	SPRING 2009 FACULTY EVALUATION RESULTS DISTRIBUTED TO ACADEMIC AFFAIRS, COLLEGES AND DEPARTMENTS
6	SAT I AND SAT II
13	AMERICAN COLLEGE TEST (ACT)
13	ENGLISH PLACEMENT TEST (EPT)/ENTRY LEVEL MATHEMATICS EXAMINATION (ELM)
TBA	DEAN'S RETREAT
15	TIME ENTRY OPENS
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	DEADLINE FOR FINAL DECISION FROM PROVOST ON PROMOTION ONLY

JUNE 2009

17	SOAR – TRANSFERS (NATURAL SCIENCES/MATHEMATICS AND ENGINEERING)
18	SOAR – FRESHMEN OVERNIGHT SESSION
19	SOAR – FRESHMENT (ALL MAJORS)
19	*LAST DAY TO SCHEDULE INVOICES FOR PAYMENT TO STATE CONTROLLERS]
19	CHEM IIIA TEST
20	SOAR - TRANSFERS (ARTS)
21	SOAR – FRESHMEN (PRESIDENT SCHOLARS AND NATURAL SCIENCES AND MATHEMATICS)
21	SESSION II SUMMER 2009 DEADLINE FOR FULL REFUND
22	FINANCIAL AID UNSATISFACTORY PROGRESS LETTERS FOR 2008-2009 ACADEMIC YEAR MAILED
22	*ERS-APPLICANT FILES FOR SUMMER 2008, FALL 2008, AND SPRING 2009 DUE TO OFFICE OF THE CHANCELLOR
22	*ERS STUDENT FILES FOR SUMMER 2008, COMPLETE FALL 2008, AND SPRING 2009 DUE TO THE OFFICE OF THE CHANCELLOR
22	*ACADEMIC PLANNING DATA BASE FILES FOR SUMMER 2008, FALL 2008, AND SPRING 2009 DUE TO THE OFFICE OF THE CHANCELLOR
22-7/31	SUMMER SESSION II 2009
23	SOAR – FRESHMENT OVERNIGHT SESSION
24	SOAR – FRESHMEN (ALL MAJORS)
25	SOAR – TRANSFERS (LIBERAL ARTS)
26	SOAR – TRANSFERS (BUSINESS)
27	SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES)
28	SOAR - FRESHMEN TRANSFERS (ALL MAJORS)
28	UPWARD BOUND SUMMER PROGRAM BEGINS
29	EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE BEGINS
30	PAYDAY AFTER 4:00 P.M. (JUNE)

JULY 2009

1	DIRECT DEPOSIT POSTING DATE (JUNE PAYROLL)
1	STUDENT TIME ENTRY CLOSES AT 5:00 P.M.
1	LAST DAY TO APPLY FOR FALL 2009 FOR GRADUATE STUDENTS
3	INDEPENDENCE DAY HOLIDAY OBSERVED, (UNIVERSITY IS CLOSED)
3	SALARIED TIME ENTRY CLOSES AT 5:00 P.M.

***SUBJECT TO CHANGE**

JULY 2009

5	HOURLY TIME ENTRY CLOSES AT 5:00 P.M.
6	DEADLINE FOR ALL TYPES OF CURRICULUM PROPOSALS, ELECTRONIC FILES, AND PAPER FORMS DUE FROM COLLEGES TO CURRICULUM
6	SPRING 2010 PHASE I SCHEDULE BUILDING ACCESS FOR DEPARTMENTS/COLLEGES ENDS
7-8/14	WINTER 2010 PHASE I SCHEDULING –ON-LINE
8	MCNAIR 2009 SUMMER RESEARCH INTERNSHIP PROGRAM BEGINS
8	SOAR – FRESHMEN (ALL MAJORS)
9	SOAR – FRESHMEN (ALL MAJORS)
10	SOAR – TRANSFERS (ENGINEERING)
10	END OF SUMMER SESSION 1 2009
11	SOAR – FRESHMEN (ALL MAJORS)
11	WRITING PROFICIENCY EXAMINATION (WPE)
12	SOAR – FRESHMEN (ALL MAJORS)
13	SESSION III SUMMER 2009 DEADLINE FOR A FULL REFUND
13	SOAR – FRESHMEN OVERNIGHT SESSION
13-8/21	SUMMER SESSION III 2009
14	SOAR – FRESHMEN (ALL MAJORS)
15	TIME ENTRY SYSTEM OPENS
15	PAYDAY: STUDENT ASSISTANTS, WORK-STUDY ASSISTANTS, AND TEMPORARY HELP
15	SOAR – FRESHMEN OVERNIGHT SESSION
16	SOAR – FRESHMEN (ALL MAJORS)
17	DEADLINE TO SUBMIT GRADE ROSTERS FOR SUMMER SESSION I 2009
18	*SOAR – FRESHMEN
19	SOAR – FRESHMEN (SUMMER BRIDGE AND ALL MAJORS)
22	SOAR – TRANSFERS (NATURAL SCIENCES/MATHEMATICS & ENGINEERING)
23	SOAR – TRANSFERS (ARTS
24	SOAR – TRANSFERS (LIBERAL ARTS)
24	CENSUS DATE SUMMER SESSION III 2009
25	SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES)
25	WRITING PROFICIENCY EXAMINATION ESSAY READING
26	SOAR – FRESHMEN (ALL MAJORS)
29	SOAR - TRANSFERS (ENGINEERING)

***SUBJECT TO CHANGE**

JULY 2009

30	SOAR - TRANSFERS (BUSINESS)
31	SOAR – FRESHMEN (ALL MAJORS)
31	END OF SUMMER SESSION II 2009
TBA	WRITING PROFICIENCY EXAMINATION (MAKE-UP TEST)

AUGUST 2009

1-31	INITIAL FILING PERIOD BEGINS FOR SPRING 2010 ADMISSION FOR TRANSFER SECOND BACHELOR'S DEGREE STUDENTS
1	INITIAL FILING PERIOD BEGINS FOR SPRING 2010 ADMISSION
1	DEADLINE TO FILE FOR REINSTATEMENT FOR FALL 2009 SEMESTER
2	SOAR – TRANSFERS (ALL MAJORS)
5	SOAR – FRESHMEN (ALL MAJORS)
6	SOAR – FRESHMEN OVERNIGHT SESSION
7	SOAR – FRESHMEN (ALL MAJORS)
7	UPWARD BOUND SUMMER PROGRAM ENDS
7	EDUCATIONAL OPPORTUNITY PROGRAM SUMMER BRIDGE ENDS
8	SOAR – TRANSFERS (LIBERAL ARTS)
8	EDUCATIONAL OPPORTUNITY PROGRAM TRANSFER DAY
9	SOAR – TRANSFERS (HEALTH AND HUMAN SERVICES)
12-14	SOAR FRESHMEN (ALL MAJORS)
15	SOAR – INTERNATIONAL STUDENTS (ALL MAJORS)
17-28	WINTER 2010 PHASE II SCHEDULING ON-LINE
21	END OF SUMMER SESSION III 2009
31	LAST DAY TO APPLY FOR SPRING 2010 ADMISSION AS AN UNDERGRADUATE TRANSFER OR SECOND BACHELOR'S DEGREE STUDENTS

DECEMBER 2009

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