

California State University
Northridge

Department
Chairs and Deans
Calendar

Academic Year
2009 - 2010

Revised: 8/2009

<http://www.csun.edu/facultyaffairs>

Department Chairs and Deans Calendar

This Department Chairs and Deans Calendar is the result of a project to pull together important dates from the divisions and offices on campus that would be important to the chairs in planning for the academic year.

Although all of the listed events are significant, certain dates are of particular importance to chairs. The following activities for the year are highlighted: budget (green), schedule (blue), and hiring and personnel (purple). Important dates and deadlines for chairs are in capital letters.

We hope you find the calendar useful. The calendar will be revised and updated each year and distributed to the department chairs and deans.

Legend



Green

Budget



Blue

Schedule



Purple

Hiring & Personnel



UPPERCASE

Important Dates & Deadlines

AUGUST 2009

August	Pending signing of the State Budget by the Governor, Final CSU, Campus, and Divisional Budgets Published
August	Initial filing period for Fall 2010 student applications begins
August 5 & 8, Wednesday & Saturday	Transfer Orientation
August 6, Thursday	FIRST DATA REVIEW: SPRING 2010 CLASS SCHEDULE BUILD
August (11 - 14, 17 & 19 & 21) Mon.- Fri.	Summer Freshman Orientation
August 12, Wednesday	All Annual MPP Evaluations due to Office of the Provost
August 14 & 17, Friday & Monday	DEPARTMENT CHAIRS AND DEANS RETREAT
August 19, Wednesday	New Faculty Orientation
August 20, Thursday	International Student Orientation
August 20, Thursday	President's Convocation
August 20 - 21, Thursday & Friday	College and Department meetings
August 22, Saturday	Saturday classes begin
August 24, Monday	First official day of classes; Late Registration/Change of Program period begins
August 31, Monday	Centers and Institutes Annual Reports due to Graduate Studies

SEPTEMBER 2009

September	Internal College Budgets Finalized and Disseminated
September 2, Wednesday	Circulation of revised curriculum proposals to EPC
September 3, Thursday	Freshman Convocation
September 4, Friday	Deadline for completion of the reinstatement document for graduate students disqualified in the previous semester
September 7, Monday	Labor Day Holiday; all offices closed; No classes held on Saturday, September 5, 2009
September 9, Wednesday	Circulation to EPC of New and Previously Approved Experimental Topics, Selected Topics and Request for Online Designations, Ex: Courses (595s, and 695s). Note: Include number of times and dates previously offered for Previously Approved Experimental Topics courses.
September 10, Thursday	SECOND DATA REVIEW: SPRING 2010 CLASS SCHEDULE BUILD
September 11, Friday	The election of College Personnel Committees for the 2009-2010 academic year with selection of chairs as soon as possible thereafter.
September 11, Friday	Last day to register late, to add a class, or to change basis of grading
September 11, Friday	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2010.
September 14, Monday	Distinguished Visiting Speaker Program Applications due to Graduate Studies
September 16, Wednesday	EPC Reviews Experimental Courses
September 17, Thursday	Faculty Senate Meeting
September 21, Monday	Council of Chairs meeting
September 21, Monday	Fall 2009 Census date: 20th day of instruction after term classes begin. APDB: COMPLETE INSTRUCTOR ASSIGNMENT IN SCHEDULE OF CLASSES
September 25, Friday or earlier	ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2009-2010 ACADEMIC YEAR.

September 25, Friday	Last Day for submission of applications for sabbatical leave for the 2010-11 academic year
September 25, Friday	Provost's Professional Development Series (Chairs Session)
September 29, Tuesday	President and Provost meet with faculty who are eligible for Retention, Tenure, and Promotion during the current academic year.
September 29 – October 14	Retention, Tenure, and Promotion Road Shows

OCTOBER 2009

October	Provost Discusses Annual Program Support Budget with Educational Resources Committee of the Faculty Senate
October	Probationary Faculty Program proposals due to Undergraduate Studies
October 1, Thursday or earlier	Faculty on leave without pay for Fall 2009 Semester only shall notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring 2010 Semester.
October 8, Thursday	FINAL DATA REVIEW: SPRING 2010 CLASS SCHEDULE BUILD
October 9, Friday or earlier	DEPARTMENTS FORWARD ALL SABBATICAL LEAVE APPLICATIONS, ACCOMPANIED BY WRITTEN EVALUATIONS, TO COLLEGE PERSONNEL COMMITTEES.
October 12 & 13, Mon. & Tues.	Faculty Hiring Workshop
October 16, Friday	CSU DEPARTMENT CHAIRS WORKSHOP FOR NEW DEPARTMENT CHAIRS (IN LONG BEACH)
October 19, Monday	Council of Chairs Meeting
October 22, Thursday	Faculty Senate Meeting
October 23, Friday	Application closing date for part-time faculty openings for Spring 2010
October 30, Friday or earlier	DEPARTMENT CHAIRS AND DEPARTMENT PERSONNEL COMMITTEES MAKE AVAILABLE TO THE CANDIDATES THEIR RECOMMENDATIONS ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS.

NOVEMBER 2009

November

CSU Publishes FTES Targets for Campuses

November 9, Monday or earlier

DEPARTMENT CHAIRS FORWARD TO THE DEANS OF THEIR COLLEGES THEIR RECOMMENDATIONS AND THOSE OF THEIR DEPARTMENT PERSONNEL COMMITTEES ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS.

November 11, Wednesday

Veterans Day Observed; campus closed

November 13, Friday or earlier

College Personnel Committees forward recommendations on sabbatical leave applications to the College Deans.

November 13, Friday or earlier

DEPARTMENTS SUBMIT TO COLLEGE PERSONNEL COMMITTEES FOR APPROVAL ANY REVISIONS TO PERSONNEL PROCEDURES FOR THE FOLLOWING ACADEMIC YEAR.

November 16, Monday

Council of Chairs Meeting

November 20, Friday or earlier

DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (AA-8 FORM) FOR SPRING 2010.

November 25, Wednesday or earlier

College Deans forward recommendations on sabbatical leave applications to the Office of Faculty Affairs.

November 26 & 27, Thursday & Friday

Thanksgiving Recess; campus closed; No classes held on Saturday, November 28, 2009.

November 30, Monday

First Time Freshman (FTF) Priority deadline for Fall 2009 EOP Admissions

November 30, Monday

Deadline for previously disqualified students to submit Applications for Fall 2010

DECEMBER 2009

December 4, Friday or earlier	The Deans and College Personnel Committees make available to the candidates their recommendations on retention of second-year probationary faculty members.
December 4, Friday	Annual CSUN Student Research and Creative Works Symposium
December 9, Wednesday	Last day of formal instruction, except for Saturday classes meeting once weekly
December 10, Thursday	Faculty Senate Meeting
December 10-16, Thurs. – Wed.	Final examinations; 0700 classes will have final examinations on Saturday, December 12
December 14, Monday or earlier	College Deans forward to the Provost and Vice President for Academic Affairs all recommendations on the retention of second-year probationary faculty members.
December 18, Friday or earlier	Second-year probationary faculty members not recommended for retention may file an appeal with the Personnel Planning and Review Committee.
December 21, Monday	Council of Chairs meeting
December 21, Monday or earlier	Each College Personnel Committee submits, with its Chair and Dean's signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.
December 23, Wednesday	Instructors' grades due
December 23, Wednesday	Last day of semester
Dec. 25 - Jan. 1, 2009 (Fri. - Fri.)	CAMPUS CLOSED

JANUARY 2010

January	President's Budget Guidance Memorandum Distributed
January	Individual College Mid-year Budget Review Meetings with Academic Resources and Planning
January	The EPC Chair convenes a meeting of Associate Deans and a representative from Undergraduate Studies to review the circulated curriculum proposals.
January	EOP Admissions Interviews
January 4 -17, Friday - Sunday	Winter Term
January 12-13, Monday - Tuesday	Faculty Retreat
January 15, Friday	College and Department Meetings
January 18, Monday	Martin Luther King, Jr. Day; all offices closed
January 19, Tuesday or earlier	DEPARTMENT PERSONNEL COMMITTEES BEGIN DELIBERATIONS ON RETENTION, TENURE, AND PROMOTION ON THOSE FACULTY TO WHOM NOTICE REGARDING THEIR STATUS IN THE NEXT ACADEMIC YEAR MUST BE GIVEN BY THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS BY JUNE 1, 2010.
January 19, Tuesday	First official day of classes
January 19 - February 5, Tues. - Fri.	Late Student Registration
January 22, Friday	Provost's Professional Development Series
January 23, Saturday	Saturday classes begin
January 25, Monday	Council of Chairs Meeting
January 29, Friday or earlier	DEPARTMENT CHAIRS AND DEPARTMENT PERSONNEL COMMITTEES MAKE AVAILABLE TO THE CANDIDATES THEIR RECOMMENDATIONS ON PROMOTION AND ON THOSE FACULTY TO WHOM NOTICE REGARDING THEIR STATUS IN THE NEXT ACADEMIC YEAR MUST BE GIVEN BY THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS BY JUNE 1, 2010.

FEBRUARY 2010

February	Faculty Hiring Guidelines Distributed by Provost
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February	Proposed College FALL 2010 FTES Targets due to Academic Resources and Planning
February	Campus FTES Targets by College Approved and Published
February	Majors Fair
February	Circulation to EPC of New and Previously Approved Experimental Topics, Selected Topics and Request for Online Designations, Ex: Courses (595s, and 695s). Note: Include number of times and dates previously offered for Previously Approved Experimental Topics courses.
February	FIRST DATA REVIEW: FALL 2010 CLASS SCHEDULE BUILD
February 5, Friday	Last day to register late, to add a class, or to change basis of grading
February 8, Monday	Final Deadline for submission of EOP forms for Fall 2010 FTF
February 8, Monday or earlier	DEPARTMENT CHAIRS FORWARD TO THE DEANS OF THEIR COLLEGES THEIR RECOMMENDATIONS AND THOSE OF THEIR DEPARTMENT PERSONNEL COMMITTEES ON PROMOTION AND ON THOSE FACULTY TO WHOM NOTICE REGARDING THEIR STATUS IN THE NEXT ACADEMIC YEAR MUST BE GIVEN BY THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS BY JUNE 1, 2010.
February 10, Wednesday or earlier	DEPARTMENT CHAIRS FORWARD TO THE DEANS OF THEIR COLLEGES THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR THE 2010 -2011 ACADEMIC YEAR
February 11, Thursday	Faculty Senate Meeting
February 15, Monday or earlier	The Provost and Vice President for Academic Affairs notifies second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2009-10 academic year.
February 15, Monday	Census date: Spring 2010 20th day of instruction after term classes begin. APDB: COMPLETE INSTRUCTOR ASSIGNMENT WITH SCHEDULE OF CLASSES
February 15, Monday	Council of Chairs Meeting

February 17, Wednesday

Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning with the 2010-2011 Academic Year.

MARCH 2010

March

Education Expo

March

SECOND DATA REVIEW: FALL 2010 CLASS SCHEDULE BUILD

March

Final deadline for submission of EOP forms for Fall 2010 EOP transfers

March 1, Monday

CSUN Competition for Research, Scholarship and Creative Activity Awards applications due to Research and Sponsored Projects.

March 1, Monday

Financial Aid (FAFSA) deadline for Fall 2010

March 5, Friday or earlier

The Deans and College Personnel Committees make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010.

March 15, Monday

Council of Chairs Meeting

March 15, Monday

The Chair of the College Personnel Committee transmits the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College forwards to the Provost and Vice President for Academic Affairs all recommendations on promotion and on those probationary faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010.

March 18, Thursday

Faculty Senate Meeting

March 22, Monday

Instructionally Related Activities proposals and Faculty Research and Creative Activity proposals due to Graduate Studies.

March 22, Monday or earlier	Faculty members not recommended for promotion, tenure, or retention may file an appeal with the Personnel Planning and Review Committee.
March 26, Friday or earlier	EMERITUS FACULTY NOMINATIONS SENT BY DEPARTMENT CHAIR, DEPARTMENT OR COLLEGE PERSONNEL COMMITTEE, OR COLLEGE DEAN TO FACULTY AFFAIRS.
March 26, Friday	Provost Professional Development Series (Chairs Session)
March 31, Wednesday	Cesar Chavez Holiday; all offices closed

APRIL 2010

April	USU Carnival – the annual Mardi Gras-style festival focused on culture and community
April	Requests for Tenure Track Positions due to Provost
April	FINAL DATA REVIEW: FALL 10 CLASS SCHEDULE BUILD
April 1, Thursday or earlier	Faculty on leave without pay for the Spring Semester 2010 or the 2009-10 academic year shall notify the Provost and Vice President for Academic Affairs of intention to return to duty at the start of Fall Semester 2010.
April 5 - 10, Monday - Saturday	Spring Recess; no instruction
April 15, Thursday	Faculty Senate Meeting
April 16, Friday	Application closing date for part-time faculty openings for 2010 – 2011 Academic Year.
April 19, Monday	Council of Chairs Meeting

MAY 2010

May	Governor Issues “May Revise” of the Budget
May	Distinguished Alumni Awards

May	Annual Donor Scholar Reception: A recognition event, sponsored by University Advancement, the Alumni Association, and Financial Aid, honoring scholarship donors and the student recipients usually occurring the week prior to commencement ceremonies.
May (and June)	President's Cabinet and University Planning and Budget Group Finalize University Budget
May 7, Friday	Last day of formal instruction, except for Saturday classes meeting once weekly.
May 7, Friday or earlier	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (AA-8 FORM) FOR 2010-11 ACADEMIC YEAR.
May 10-15, Monday - Saturday	Final examinations; 0700 classes will have examinations on Saturday, May 16.
May 13, Thursday	Faculty Senate Meeting
May 14, Friday	Provost's Professional Development Series
May 17, Monday	Council of Chairs Meeting
May 17, Monday	Honors Convocation
May 17, Monday	Honored Faculty Reception
May 18 - 20, Tuesday - Thursday	Commencements
May 24, Friday	Instructors' grades due
May 24, Friday	Last day of academic year. AT THE END OF THE ACADEMIC YEAR, EACH FULL-TIME LECTURER SHALL RECEIVE FROM THE DEPARTMENT CHAIR A WRITTEN EVALUATION OF HIS/HER PERFORMANCE FOR THE YEAR.
May 31, Monday	Memorial Day Holiday; all offices closed
May 25 – August 17	Summer Term
May 28, Friday or earlier	DEPARTMENT CHAIRS POST IN THEIR DEPARTMENTS FOR 30 DAYS A PRELIMINARY

**LIST OF ALL TEMPORARY FACULTY MEMBERS
WHO ARE ELIGIBLE FOR A 3-YEAR CONTRACT
EFFECTIVE THE BEGINNING OF THE 2010– 2011
ACADEMIC YEAR.**

JUNE 2010

June	Students with Disabilities Scholarship Award Celebration
June	Deans Notified of Approved Positions
June	Grad & Alumni Job Fair
June 1, Tuesday or earlier	The Provost and Vice President for Academic Affairs formally notifies those faculty to be promoted effective for the 2010-11 academic year. Also, the Provost and Vice President for Academic Affairs notifies probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year or a first year of tenure or a terminal year notice.
June 11, Friday or earlier	Faculty on leave without pay for 2009-10 and who wish to apply for leave without pay for 2010-11 shall submit their request to the Provost and Vice President for Academic Affairs.
June 18 – Aug. 6	EOP Summer Bridge (Residential Program)
June 25 – August 13	EOP Summer Bridge (Commuter Program)

JULY 2010

July	Governor Signs State Budget
July	FTT Priority deadline for Fall 2008 EOP admissions to be complete with CSUN

July	Review of circulation of curriculum proposals to EPC
July	The EPC Chair convenes a meeting of Associate Deans and a representative from Undergraduate Studies to review the circulated curriculum proposals.
July and August	Final CSU, Campus, and Divisional Budgets Published
July 5, Monday	Independence Day Observed; campus closed
July 6 – August 13	EOP Transfer Bridge

AUGUST 2010

August 13 – 16	EOP FreshStart Program
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