



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Department Chairs and Deans Calendar

2023-24 AY

Office of Faculty Affairs

<http://www.csun.edu/faculty-affairs>

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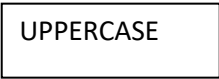
Department Chairs and Deans Calendar

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 Department 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, Deans, and Associate Deans.

Legend

	Budget
	Schedule
	Hiring & Personnel
	Important Dates & Deadlines

AUGUST 2023

August 12, Saturday	Transfer Student Orientation
August 15-18, Tuesday-Friday	New Tenure-Track Faculty Orientation
August 17-18, Thursday-Friday	NEW DEPARTMENT CHAIRS ORIENTATION
August 18, Friday	Freshman Orientations (Dates vary by College)
August 21, Monday	DEPARTMENT CHAIRS AND DEANS RETREAT
August 22, Tuesday	International Student Orientation
August 23, Wednesday	The Provost and Vice President for Academic Affairs will announce promotions effective at the beginning of the 2023-24 academic year.
August 23, Wednesday	Fall 2023 Officially Begins; Department Mtgs.
August 24-25, Thursday-Friday	College and Department meetings/ Registration Continues
August 25, Friday	Freshman Orientations (Dates vary by College)
August 25, Friday	EPC & GSC Deadline for Colleges to submit revised Curriculum Proposals to be reviewed during Fall 2023 for Fall 2024 implementation
August 25, Friday	President Annual Welcome Address
Aug. 25 - Sept. 7, Friday - Thursday	During the <u>Chair's Final Reconciliation period</u> , class schedules and FTES are finalized in preparation for submission to the dean
August 26, Saturday	Saturday classes begin
August 26 – August 28, Saturday-Monday	Saturday-only and Weekday classes begin. Late Registration/Change of Program period begins
August 30, Wednesday	First meeting of the Personnel Planning and Review Committee.
August 30, Wednesday	DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO <u>ALL</u> DEPARTMENT FACULTY

SEPTEMBER 2023

September 1, Friday	Deadline for College to submit Previously Offered Experimental Topics Courses and New and Previously Offered Selected Topics for Existing Series to be offered in Spring 2024
September 4, Monday	Labor Day Holiday; all offices closed; No classes held
September 5, Tuesday	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2024
September 7, Thursday	FINAL RECONCILIATION PERIOD END FOR SPRING 2024 CLASS SCHEDULE BUILD (CHAIRS)
September 8, Friday	Room allocations revert to the college SOLAR coordinator
September 8, Friday	Election of College Personnel Committees for the 2023-24 academic year with selection of chairs as soon as possible thereafter.
Sept. 8 - Oct. 5, Friday - Thursday	Dean's Review Period
September 14, Thursday	Faculty Senate Meeting
September 15, Friday	ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2023-24 ACADEMIC YEAR.
September 18, Monday	COUNCIL OF CHAIRS MEETING
September 22, Friday	Last day for submission of applications for sabbatical leave for the 2024-25 academic year to the Department Chair or Program Director.
September 24, Sunday	Last day to drop or change basis of grading.
September 25, Monday	Fall 2023 Census date: 20th day of instruction after term classes begin
September 29, Friday or earlier	Faculty on leave without pay for Fall Semester 2023 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2024.
September 29, Friday or earlier	The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit

Increase may affect their eligibility for range elevation. For FREs, eligible faculty will also be notified.

OCTOBER 2023

October 1, Sunday or earlier	Sabbatical deferral requests are due for sabbaticals schedule for Spring 2024.
October 2, Monday	SUBMIT PART-TIME FACULTY POSITION ANNOUNCEMENTS (AA-6) FORMS TO CHIEF DIVERSITY OFFICE
October 5, Thursday	END OF REVIEW PERIOD FOR SPRING 2024 CLASS SCHEDULE BUILD (DEANS)
October 6, Friday or earlier	DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS, ACCOMPANIED BY WRITTEN EVALUATIONS, TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE COLLEGE PERSONNEL COMMITTEE UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.
October 9-11, Monday-Wednesday	Fall Internship Week
October 6 - 12, Friday - Thursday	ROOM OPTIMIZATION (ASTRA)
October 12, Thursday	Faculty Senate Meeting
October 13, Friday	Room allocations revert to University control
October 13, Friday or earlier	DEPARTMENTS WILL FORWARD ALL SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO COLLEGE PERSONNEL COMMITTEES. ANY WRITTEN RESPONSES BY APPLICANTS TO THE WRITTEN EVALUATION AT THE DEPARTMENT LEVEL WILL BE SUBMITTED TO THE COLLEGE PERSONNEL COMMITTEE.
October 16, Monday	COUNCIL OF CHAIRS MEETING
October 20, Friday	DEPARTMENT CHAIRS AND DEPARTMENT PERSONNEL COMMITTEES WILL MAKE AVAILABLE TO THE CANDIDATES THEIR RECOMMENDATIONS ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. COPIES OF THE LETTERS ARE NOT FORWARDED TO THE OTHER RECOMMENDING AGENCIES UNTIL 10 CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE MADE AVAILABLE TO THE CANDIDATES.
October 26, Thursday	Career Fair

October 30, Monday
Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.

October 30, Monday
DEPARTMENT CHAIRS WILL FORWARD TO THE DEANS OF THEIR COLLEGES THEIR RECOMMENDATIONS AND THOSE OF THEIR DEPARTMENT PERSONNEL COMMITTEES ON RETENTION OF SECOND-YEAR PROBATIONARY FACULTY MEMBERS. THE DEAN WILL TRANSMIT THE DEPARTMENT RECOMMENDATIONS (INCLUDING THE RESULTS OF FINAL BALLOTING) TO THE CHAIR OF THE COLLEGE PERSONNEL COMMITTEE.

NOVEMBER 2023

November
CSU Board of Trustees Approves System-wide Support Budget Proposal (CSU)

November 3, Friday
EACH DEPARTMENT WILL SUBMIT TO THE COLLEGE PERSONNEL COMMITTEE FOR APPROVAL ANY REVISIONS TO ITS PERSONNEL PROCEDURES FOR THE FOLLOWING ACADEMIC YEAR.

November 6, Monday
Application closing date for part-time faculty openings for Spring 2024

November 8, Wednesday or earlier
COLLEGE PERSONNEL COMMITTEES WILL FORWARD RECOMMENDATIONS ON SABBATICAL LEAVE APPLICATIONS ACCOMPANIED BY WRITTEN EVALUATIONS TO APPLICANTS. COPIES OF THE APPLICATIONS AND WRITTEN EVALUATIONS ARE NOT FORWARDED TO THE DEAN UNTIL SEVEN CALENDAR DAYS AFTER THE ORIGINAL LETTERS ARE FORWARDED.

November 9, Thursday
Faculty Senate Meeting

November 10, Friday
Veterans Day; Campus Closed

November 15, Wednesday or earlier
College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.

November 17, Friday or earlier
The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's

Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

November 20, Monday

COUNCIL OF CHAIRS MEETING

November 21, Tuesday. or earlier

College Deans will forward recommendations on sabbatical leave applications to the President.

November 22, Wednesday

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 2024

November 23 - 24, Thursday - Friday

Thanksgiving Recess; campus closed.

November 28, Tuesday or earlier

The Dean and College Personnel Committee will make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letter are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

November 29, Wednesday or earlier

The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.

DECEMBER 2023

December 1, Friday or earlier

Department Chairs and Department Personnel Committees begin deliberations on promotion, and on retention, tenure, or notice of a terminal year appointment for 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, 2024

December 7, Thursday

Faculty Senate Meeting

December 7, Thursday	Submit Applicant Pool log and Disposition and Recruitment Record Certification forms to the Chief Diversity Office
December 8, Friday	College Deans will forward all recommendations on the retention of second-year probationary faculty candidates to the Provost and Vice President for Academic Affairs
December 8, Friday or earlier	The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the subsequent semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.
December 11, Monday	Last Day of Formal Instruction
December 12, Tuesday	Each College Personnel Committee will submit, with its Chair's and its Dean's signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.
December 12 - 18, Tuesday – Monday	Final and Common Final examinations
December 18, Monday	COUNCIL OF CHAIRS MEETING
December 18, Monday or earlier	Second-year probationary faculty members not recommended for retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee and must submit to the Office of Faculty Affairs all materials supporting their appeal to the Personnel Planning and Review Committee.
December 19 - 20, Tuesday - Wednesday	Department Meetings and Conferences
December 20, Wednesday or earlier	The lecturer will file for an appeal for a denial of a range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's decision will be final.
December 21, Thursday	Evaluation Day
December 22, Friday	Instructors' grades due
December 22, Friday	Last day of Fall 2023 semester
Dec. 23 – Jan. 01, Saturday - Monday	CAMPUS CLOSED

Dec. 26 - Jan. 19, Tuesday – Friday

Winter Term (Fully Online)

JANUARY 2024

January (TBD)

FACULTY RETREAT

January/February

Individual College Mid-year Budget Review Meeting with Provost

January

Preliminary budget for next year from Governor

January

EPC & GSC Deadline for Colleges to submit revised Spring 2024 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2023

January 5, Friday or earlier

The President will notify each sabbatical leave applicant of the decision on the proposal.

January 15, Monday

Martin Luther King, Jr. Day; Campus Closed

January 17, Wednesday

Spring 2024 semester officially begins, Department meetings

January 19, Friday or earlier

Department Chairs and Department Personnel Committees will make available to the candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for 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, 2024. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

January 19, Friday or earlier

The Chair of the Personnel Planning and Review Committee will make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.

January 20, Saturday

Saturday Classes begin

January 22, Monday

Weekday Classes begin

January 26, Friday or earlier

Nominations of faculty for Emeritus status will be submitted to the nominated faculty member's Department Personnel Committee or Department Emeritus Committee.

January 30, Tuesday or earlier	Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion, and on retention, tenure, or notice of a terminal year appointment for 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, 2024. The Dean will transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
January 31, Wednesday or earlier	The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.

FEBRUARY 2024

February/March	Probationary Faculty Support Program Grant proposals due to Undergraduate Studies Office
February 9, Friday or earlier	The Provost and Vice President for Academic Affairs will notify 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 2023-24 academic year.
February 15, Thursday	Faculty Senate Meeting
February 16, Friday	Census date: Spring 2024, 20th day of instruction after term classes begin.
February 16, Friday or earlier	The Faculty Hearing Panel Appeal subcommittee will be composed. The appeal hearing meetings with the appellant and all reviewing parties will be scheduled.
February 19, Monday	COUNCIL OF CHAIRS MEETING
February 23, Friday or earlier	Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning in the 2024-2025 Academic Year
February 23, Friday or earlier	Faculty will submit applications to Dean, with a copy to the Department Chair, for consideration for a GRIF appointment in the 2024-25 Academic Year.

February 27, Tuesday or earlier
Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.

February 27, Tuesday or earlier
The Dean and College Personnel Committee will make available to the 3-6 year candidates their recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for 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, 2024. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

MARCH 2024

March
Financial Services – 2024/25 Year End Calendar Available

March 8, Friday or earlier
The Chair of the College Personnel Committee will transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College will forward to the Provost and Vice President for Academic Affairs all recommendations on promotion, and on retention, tenure, or notice of a terminal year appointment for 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, 2024.

March 8, Friday or earlier
Department Chair submits a recommendation to the Dean, with a copy to the applicant, for approval or denial of the GRIF appointment.

March 14, Thursday
Faculty Senate Meeting

March 15, Friday or earlier
The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.

March 18, Monday
COUNCIL OF CHAIRS MEETING

March 18, Monday or earlier
Faculty members not recommended for promotion, tenure, or retention by a college level reviewing agency may file an appeal with the Personnel Planning and Review Committee.

March 18 – 24, Monday – Sunday
Spring Recess; No instruction

March 19, Tuesday or earlier	College Deans will forward all faculty Emeritus nominations, Department Committee recommendations, and the Dean's recommendations to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.
March 29, Friday or earlier	The Dean submits a recommendation to the Provost, copied to the applicant, for approval or denial of the GRIF appointment.
March 29, Friday or earlier	Faculty on leave without pay for the Spring Semester 2024 or the 2024-25 academic year will notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2024.
March 29, Friday	The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation.
APRIL 2024	
April 1, Monday	Cesar Chavez Holiday; Campus Closed
April 2, Tuesday	Sabbatical deferral requests are due for sabbaticals scheduled for Fall 2024 or the 2024-25 academic year.
April 2, Tuesday	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 2024-2025 ACADEMIC YEAR
April 2, Tuesday	Application closing date for part-time faculty openings for Fall 2024 or 2024-2025 Academic Year.
April 11, Thursday	Provost notifies the applicant of an approved or denied GRIF appointment. If approved, the Provost specifies the amount of the GRIF salary differential. The decision letter is copied to the Dean and Department Chair.
April 14, Sunday or earlier	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE APPLICANT POOL LOG AND DISPOSITION FOR PART-TIME FACULTY (FORMERLY AA-7 FORM) AND AFFIRMATIVE ACTION RECRUITMENT RECORD FOR PART-TIME FACULTY (FORMERLY AA-8 FORM) FOR FALL 2024 OR 2024-2025 ACADEMIC YEAR

April 15, Monday
April 18, Thursday

COUNCIL OF CHAIRS MEETING
Faculty Senate Meeting

April 29, Monday or earlier

Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.

April 30, Tuesday or earlier

The Chair of the Personnel Planning and Review Committee will make available to appellants the Committee's recommendation on promotion, retention, and tenure appeals.

MAY 2024

May	Governor Issues "May Revise" of the Budget
May	Deadline for Fall 2024 College Curriculum Proposals, including New Selected Topics Series/Placeholders; and New Experimental Topics Courses for Spring 2024
May	Honored Faculty Reception
May 10, Friday	Last day of formal instruction, except for Saturday classes meeting once weekly
May 11, Saturday	Honors Convocation
May 11 – 17, Saturday-Friday	Final and Common Final examinations
May 13, Monday or earlier	The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative

recommendation until a requested meet-and-confer session has been completed.

May 14, Tuesday or earlier

The College Dean will provide written reports of the Dean's evaluations to faculty members related to periodic review (post-tenure review) of tenured faculty

May 15, Wednesday

The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review to discuss retention, tenure, and promotion cases.

May 17 - 20, Friday-Monday

Commencements

May 20, Monday

COUNCIL OF CHAIRS MEETING

May 22, Wednesday or earlier

The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.

May 23, Thursday

Instructors' grades due

May 24, Friday

Last day of 2023-24 academic year. AT OR BEFORE 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 27, Monday

Memorial Day Holiday; Campus Closed

May 28 - August 20, Tuesday-Tuesday (tentative)

Summer Term, State Support or Self Support

JUNE 2024

June

Deans Notified of Approved Tenure-Track Faculty Positions (timing varies)

June

Deadline for Governor to Sign State Budget (State)

June 1, Saturday

The Provost and Vice President for Academic Affairs will formally notify those faculty to be promoted effective for the 2024-25 academic year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year, a first year of tenure, or a terminal year appointment.

June 1, Saturday

Faculty on leave without pay for 2024-25 AY and who wish to apply for leave without pay for 2024-25 AY shall submit their requests to the Provost and Vice President for Academic Affairs.

June 19, Wednesday

Juneteenth Holiday; Campus Closed

JULY 2024

July 4, Thursday

Independence Day; Campus Closed

AUGUST 2024

August 23, Friday

The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

September 2024

September 4, Wednesday

The lecturer will file for an appeal for a denial of a Range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's Decision will be final.

September 30, Monday

The Faculty Hearing Panel Appeal subcommittee will be composed. The appeal hearing meetings with the appellant and all reviewing parties will be scheduled.

October 2024

October 25, Friday

The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.