



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Department Chairs and Deans Calendar

2018-19 AY




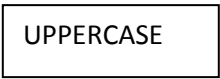
Department Chairs and Deans Calendar

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

 Green	Budget
 Blue	Schedule
 Purple	Hiring & Personnel
 UPPERCASE	Important Dates & Deadlines

AUGUST 2018

August 7 - 10, 14 - 17, Tues. – Fri. 20-21, 24, Mon. – Fri.	Freshman Orientations
August 16 - 17, Thurs. – Fri.	NEW DEPARTMENT CHAIRS ORIENTATION
August 20, Monday	DEPARTMENT CHAIRS AND DEANS RETREAT
August 22 & 23, Wed. – Thurs.	New Tenure-Track Faculty Orientation
August 23, Thursday	International Student Orientation
August 23, Thursday	President Annual Fall Welcome Address
August 23-24, Thur. – Fri.	College and Department meetings
August 24, Friday	EPC & GSC Deadline for Colleges to submit revised Curriculum Proposals for Fall 19 implementation
August 25, Saturday	Saturday classes begin
Aug.27-Sept.14, Mon. - Fri.	Saturday-only and Weekday classes begin. Late Registration/Change of Program period begins –

SEPTEMBER 2018

September 1-3, Sat. - Mon.	Labor Day Holiday; all offices closed; No classes held on Saturday, September 1st or Sunday, September 2nd
September 4, Tuesday or earlier	DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO <u>ALL</u> DEPARTMENT FACULTY
September 5, Wednesday	First meeting of the Personnel Planning and Review Committee.
September 6, Thursday	FINAL RECONCILIATION PERIOD END FOR SPRING 2019 CLASS SCHEDULE BUILD (CHAIRS)
September 7, Thursday	DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF

ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2019

September 8, Saturday	Advancement to Graduate Education Conference
September 10, Monday	COUNCIL OF CHAIRS MEETING
September 14, Fri. or earlier	Election of College Personnel Committees for the 2018-19 academic year with selection of chairs as soon as possible thereafter.
September 14, Friday	Last day to register late, to add a class, or to change basis of grading.
September 24, Monday	Fall 2018 Census date: 20th day of instruction after term classes begin.
September 27, Thursday	Faculty Senate Meeting
September 28, Friday or earlier	ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2018-19 ACADEMIC YEAR.
September 28, Friday	Last day for submission of applications for sabbatical leave for the 2019-20 academic year to the Department Chair or Program Director.

OCTOBER 2018

October 1, Monday or earlier	Faculty on leave without pay for Fall Semester 2018 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2019.
October 1, Monday 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 4, Thursday	END OF REVIEW PERIOD FOR SPRING 2019 CLASS SCHEDULE BUILD (DEANS)
October 4, Thursday	CLOSE OF SPRING 2019 SCHEDULE BUILD
October 8, Monday	COUNCIL OF CHAIRS MEETING
October 12, 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 19, 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 19, Friday	SUBMIT AA-6 FORM TO CHIEF DIVERSITY OFFICE
October 23, Tuesday	Fall Internship & Career Fair
October 25, Thursday	Faculty Senate Meeting
October 26, Friday or earlier	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 29, Monday	DEPARTMENTS BEGIN BUILDING CLASS SCHEDULE FOR FALL 19
Oct. 29, 2018 – Jan. 17, 2019	CHAIR'S BUILD/REVIEW PERIOD, FALL 19

October 31, Wednesday 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.

NOVEMBER 2018

November

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

November 5, Monday or earlier

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 8, Thursday or earlier

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

November 9, Friday or earlier

Application closing date for part-time faculty openings for Spring 2019

November 12, Monday

Veterans Day; Campus Closed

November 12, Monday 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 19, Monday

COUNCIL OF CHAIRS MEETING

November 20, Monday or earlier

College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.

November 21, Wednesday 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 22-23, Thurs. -Fri.

Thanksgiving Recess; campus closed; No classes held on Saturday, November 24th or Sunday, November 25th.

November 26, Monday or earlier

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

November 30, 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 2019

November 30, Friday 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 letters are not forwarded to the other recommending agencies until 10 calendar days after the original letters are made available to the candidates.

DECEMBER 2018

December	EPC & GSC Deadline for all Spring 2020 College Curriculum Proposals, including New Selected Topics Series/Placeholders and New Experimental Topics for Fall 2019 if available.
December 1, Fri. or earlier	The Deans and College Personnel Committees make available to the candidates their recommendations on retention of second-year probationary faculty members
December 3, Monday or earlier	The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.
December 6, Thursday	Faculty Senate Meeting
December 10, Monday	COUNCIL OF CHAIRS MEETING
December 10, Monday or earlier	College Deans will forward to the Provost and Vice President for Academic Affairs all recommendations on the retention of second-year probationary faculty members.
December 11, Tuesday	Last day of formal instruction
December 12-18, Wed. - Tues.	Final and Common Final examinations
December 13, Thursday 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 14, Friday or earlier	Submit Applicant Pool log and Disposition and Recruitment Record Certification forms to the Chief Diversity Office
December 17, Monday or earlier	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 17, 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.
December 19-20, Wed.-Thurs.	Department Meetings and Conferences
December 21, Friday	Instructors' grades due
Dec. 21. - Jan. 18, Fri. - Fri.	Winter Term (online and traditional courses)
December 24, Monday	Last day of Fall 2018 semester
December 24, Monday 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.
Dec. 25, 2018 - Jan. 1, 2019 (Tues. - Tues.)	CAMPUS CLOSED

JANUARY 2019

January/February	Individual College Mid-year Budget Review Meeting with Provost
January	EPC & GSC Deadline for Colleges to submit revised Spring 2020 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2019

January	Preliminary budget for next year from Governor
January 2, Wednesday or earlier	Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.
January 10, Thursday or earlier	The President will notify each sabbatical leave applicant of the decision on the proposal.
January 15, Tuesday	FACULTY RETREAT
January 17, Thursday	Spring 2019 semester officially begins, Department meetings
January 17, Thursday 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, 2019.
January 18 – February 7, Fri.-Thurs.	FINAL RECONCILIATION PERIOD END FOR FALL 2019 CLASS SCHEDULE BUILD (CHAIRS)
January 21, Monday	Martin Luther King, Jr. Day; Campus Closed
January 22, Tuesday	Weekday classes begin
January 25, 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 25, 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, 2019. 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 26, Saturday

Saturday classes begin

January 30, Wednesday or earlier

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

FEBRUARY 2019

February/March

Probationary Faculty Support Program Grant proposals due to Undergraduate Studies Office

February 1, 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.

February 4, Mon. 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, 2019. The Dean will transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.

February 6, 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 8, Friday or earlier (tentative)	DEPARTMENT CHAIRS FORWARD TO THE DEANS OF THEIR COLLEGES THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR THE FALL 2019 OR THE 2018-19 ACADEMIC YEAR
February 8 – March 7, Fri. - Thurs	FALL 2019 SCHEDULE BUILD: DEAN'S REVIEW PERIOD
February 11, Monday	COUNCIL OF CHAIRS MEETING
February 13, Wednesday 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 2018-19 academic year.
February 13, Wednesday 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.
February 14, Thursday	Faculty Senate Meeting
February 18, Monday	Census date: Spring 2019, 20th day of instruction after term classes begin.
February 21, Thursday	Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning in the 2019-2020 Academic Year
February/March (tentative)	Faculty Research and Creative Activity proposals due to Research and Sponsored Projects

MARCH 2019

March 1, Friday or earlier	Faculty will submit applications to Dean, with a copy to the Department Chair, for consideration for a GRIF appointment in the 2019-20 Academic Year.
March 1, Friday or earlier	Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.
March 1, Friday or earlier	The Dean and College Personnel Committee 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, 2019. 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 2, Fri. or earlier	Nominations of faculty for Emeritus status will be submitted to the nominated faculty member's Department Personnel Committee or Department Emeritus Committee.*
March 7, Thursday	Faculty Senate Meeting
March 7, Thursday	CLOSE OF FALL 2019 SCHEDULE BUILD PERIOD
March 11, Monday	COUNCIL OF CHAIRS MEETING
March 11, Monday 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, 2019.

March 11, 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 15, Friday or earlier	Faculty members who have filed an appeal must submit to the Office of Faculty Affairs all material supporting their appeal to the Personnel Planning and Review Committee.
March 15, 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 18, Monday 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 18-24, Monday-Sunday	Spring Recess; No instruction
March/April (tentative)	Annual CSUN Student Research and Creative Works Symposium
APRIL 2019	
April 1, Monday	Cesar Chavez Holiday; Campus Closed
April 2, Tuesday 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 2019-2020 ACADEMIC YEAR
April 2, Tuesday or earlier	The Dean submits a recommendation to the Provost, copied to the applicant, for approval or denial of the GRIF appointment.
April 2, Tuesday or earlier	Faculty on leave without pay for the Spring Semester 2019 or the 2018-19 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 2019.

April 2, Tuesday 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.

April 7, Sunday

Students with Disabilities Scholarship Award Celebration

April 8, Monday

COUNCIL OF CHAIRS MEETING

April 11, Thursday

Faculty Senate Meeting

April 15, Monday or earlier

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 22, Monday 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.

April 26, Friday (tentative)

Application closing date for part-time faculty openings for Fall 2019 or 2019-2020 Academic Year

MAY 2019

May

Governor Issues "May Revise" of the Budget

May 1, Wednesday 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.
May 8, 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.
May 9, Thursday	Faculty Senate Meeting
May 10, Friday	Last day of formal instruction, except for Saturday classes meeting once weekly
May 11-17, Sat.-Fri.	Final and Common Final examinations
May 11, Saturday	Honors Convocation
May 13, Monday	COUNCIL OF CHAIRS MEETING
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 17-20, Fri. – Mon.	Commencements
May 17, Friday or earlier (tentative)	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 2019 OR 2019-2020 ACADEMIC YEAR
May 20, Monday	Honored Faculty Reception
May 22, Wednesday 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 24, Friday

Instructors' grades due

May 24, Friday

Last day of the 2018-2019 Academic Year

May 24, Friday

Last day of 2018-19 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, Tues. – Tues.
(tentative)

Summer Term, State Support or Self Support

JUNE 2019

June

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

June

Deadline for Governor to Sign State Budget (State)

June-August

EOP Bridge (Residential Program)

June-August

EOP Bridge (Commuter Program)

June 1, Saturday or earlier

The Provost and Vice President for Academic Affairs will formally notify those faculty to be promoted effective for the 2019-20 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 or earlier

Faculty on leave without pay for 2018-19 and who wish to apply for leave without pay for 2019-20 shall submit their requests to the Provost and Vice President for Academic Affairs.

JULY 2019

July

EOP Transfer Bridge

July 4, Thursday

Independence Day Observed; Campus Closed

AUGUST 2019

August

EOP FreshStart Program

August 30, Friday or earlier

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