



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

# Department Chairs and Deans Calendar

2019-20 AY

Office of Faculty Affairs

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

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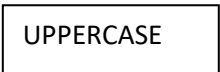
# Department Chairs and Deans Calendar

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

 Green	<b>Budget</b>
 Blue	<b>Schedule</b>
 Purple	<b>Hiring &amp; Personnel</b>
 UPPERCASE	<b>Important Dates &amp; Deadlines</b>

## **AUGUST 2019**

August 6 - 10, 14 - 16, Tues. – Fri. 19-20, 23, Mon. – Fri.	Freshman Orientations
August 15 - 16, Thurs. – Fri.	NEW DEPARTMENT CHAIRS ORIENTATION
August 19, Monday	DEPARTMENT CHAIRS AND DEANS RETREAT
August 21, Wed. or earlier	The Provost and Vice President for Academic Affairs will announce promotions effective at the beginning of the 2019-20 academic year.
August 21 Wednesday	Fall 2019 Officially Begins; Department Mtgs.
August 21-23, Wed. – Fri.	New Tenure-Track Faculty Orientation
August 22, Thursday	International Student Orientation
August 22, Thursday	President Annual Welcome Address
August 22-23, Thur. – Fri.	College and Department meetings/ Registration Continues
August 23, Friday	EPC & GSC Deadline for Colleges to submit revised Curriculum Proposals for Fall 20 implementation
August 24, Saturday	Saturday classes begin
Aug. 26 - Sept. 13, Mon. - Fri.	Saturday-only and Weekday classes begin. Late Registration/Change of Program period begins
August 31- Sept. 1 Sat - Sun.	No Instruction

## **SEPTEMBER 2019**

September 2, Monday	Labor Day Holiday; all offices closed; No classes held on Saturday, September 1st or Sunday, September 2nd
September 3, Tues. or earlier	DEPARTMENT CHAIRS WILL PROVIDE A COPY OF DEPARTMENT PERSONNEL POLICIES AND PROCEDURES TO <u>ALL</u> DEPARTMENT FACULTY

September 4, Wednesday	First meeting of the Personnel Planning and Review Committee.
September 5, Thursday	<b>FINAL RECONCILIATION PERIOD END FOR SPRING 2020 CLASS SCHEDULE BUILD (CHAIRS)</b>
September 6, Friday	<b>DEPARTMENT CHAIRS SUBMIT TO THE DEAN OF THEIR COLLEGE THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR SPRING 2020</b>
September 9, Saturday	Advancement to Graduate Education Conference
September 9, Monday	COUNCIL OF CHAIRS MEETING
September 13, Fri. or earlier	Election of College Personnel Committees for the 2019-20 academic year with selection of chairs as soon as possible thereafter.
September 13, Friday	Last day to register late, to add a class, or to change basis of grading.
September 23, Monday	Fall 2019 Census date: 20th day of instruction after term classes begin.
September 26, Thursday	Faculty Senate Meeting
September 27, Fri. or earlier	<b>ELECTION OF DEPARTMENT PERSONNEL COMMITTEES FOR THE 2019-20 ACADEMIC YEAR.</b>
September 27, Friday	Last day for submission of applications for sabbatical leave for the 2020-21 academic year to the Department Chair or Program Director.

## **OCTOBER 2019**

October 1, Tues. or earlier	<b>Faculty on leave without pay for Fall Semester 2019 only will notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2020.</b>
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October 1, Tues. 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 3, Thursday	<b>END OF REVIEW PERIOD FOR SPRING 2020 CLASS SCHEDULE BUILD (DEANS)</b>
October 3, Thursday	Close of Spring 2019 Schedule Build
October 11, Fri. or earlier	<b>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.</b>
October 14, Monday	COUNCIL OF CHAIRS MEETING
October 18, Fri. or earlier	<b>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.</b>
October 18, Friday	<b>SUBMIT PART-TIME FACULTY POSITION ANNOUNCEMENTS (AA-6) FORMS TO CHIEF DIVERSITY OFFICE</b>
October 22, Tuesday	Fall Internship & Career Fair
October 24, Thursday	Faculty Senate Meeting

October 25, Fri. 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 31, Thurs. 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 2019**

November

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

November 4, Mon. 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 7, Thurs. 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 8, Fri. or earlier	<b>Application closing date for part-time faculty openings for Spring 2020</b>
November 11, Monday	Veterans Day; Campus Closed
November 12, Tues. or earlier	<b>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.</b>
November 18, Monday	COUNCIL OF CHAIRS MEETING
November 19, Tues. or earlier	<b>College Personnel Committees will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.</b>
November 21, Thurs. 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 25, Mon. or earlier	College Deans will forward recommendations on sabbatical leave applications accompanied by written evaluations to the College Dean.

November 25, Mon. or earlier	<b>College Deans will forward recommendations on sabbatical leave applications to the President.</b>
November 28 - 29, Thurs. - Fri.	Thanksgiving Recess; campus closed; No classes held on Saturday, November 30 <sup>th</sup> or Sunday, December 1 <sup>th</sup> .
November 29, Fri. or earlier	<b>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 2020</b>
Nov. 30 - Dec. 1 Sat - Sun.	No Instruction

## **DECEMBER 2019**

December	EPC & GSC Deadline for all Spring 2021 College Curriculum Proposals, including New Selected Topics Series/Placeholders and New Experimental Topics for Fall 2020 if available.
December 2, Mon. 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.
December 2, Mon. or earlier	The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.
December 5, Thursday	Faculty Senate Meeting
December 9, Monday	COUNCIL OF CHAIRS MEETING
December 10, Tuesday	Last Day of Formal Instruction
December 11 - 17, Wed. - Tues.	Final and Common Final examinations



December 12, Thurs. or earlier	College Deans will forwards to the Provost and Vice President for Academic Affairs all Recommendations on the retention of second-year probationary faculty members.
December 12, Thurs. 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 13, Fri. or earlier	<b>Submit Applicant Pool log and Disposition and Recruitment Record Certification forms to the Chief Diversity Office</b>
December 16, Mon. or earlier	<b>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.</b>
December 16, Mon. or earlier	<b>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.</b>
December 18 - 19, Wed. - Thurs.	Department Meetings and Conferences
December 20, Friday	Evaluation Day
Dec. 21. - Jan. 18, Sat. – Sat	Winter Term (online and traditional courses)
December 23, Monday	Instructors' grades due
December 23, Mon. 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 24, Tuesday

Last day of Fall 2019 semester

Dec. 25, 2019 - Jan. 1, 2020, Wed. - Wed.

CAMPUS CLOSED

## **JANUARY 2020**

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 2021 Curriculum Proposals; Previously Offered Experimental Topics Courses and Selected Topics Courses for Fall 2020

January 1, Wednesday

New Year's Day Observed

January 2, Thurs. 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 9, Thurs. or earlier

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

January 14, Tuesday

FACULTY RETREAT

January 17, Friday

Spring 2020 semester officially begins, Department meetings

January 17, Fri. 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, 2020.

January 20, Monday

Martin Luther King, Jr. Day; Campus Closed

January 21, Tuesday

Weekday classes begin

January 24, Fri. 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 24, Fri. 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, 2020. 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 25, Saturday

Saturday classes begin

January 29, Wed. 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.

January 31, 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.

## **FEBRUARY 2020**

February/March	Probationary Faculty Support Program Grant proposals due to Undergraduate Studies Office
February 3, 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 5, Wed. 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 7, Fri. or earlier (tentative)	<b>DEPARTMENT CHAIRS FORWARD TO THE DEANS OF THEIR COLLEGES THE DESCRIPTION OF ANTICIPATED PART-TIME STAFFING NEEDS (AA-6 FORM) FOR THE FALL 2020 OR THE 2020-21 ACADEMIC YEAR</b>
February 10, Monday	<b>COUNCIL OF CHAIRS MEETING</b>
February 12, Wed. 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 Fri. or earlier	<b>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 2019-20</b>

**academic year.**

February 17, Monday	Census date: Spring 2020, 20th day of instruction after term classes begin.
February 20, Friday	Faculty Senate Meeting
February 21, Thursday	<b>Last day for submission of applications to enter Faculty Early Retirement Program (FERP) beginning in the 2020-2021 Academic Year</b>
February 28, Fri. or earlier	Faculty will submit applications to Dean, with a copy to the Department Chair, for consideration for a GRIF appointment in the 2020-21 Academic Year.
February/March (tentative)	Faculty Research and Creative Activity proposals due to Research and Sponsored Projects

**MARCH 2020**

March 2, Mon. or earlier	Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.
March 2, Mon. or earlier	<b>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, 2020. 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.</b>
March 9, Monday	COUNCIL OF CHAIRS MEETING
March 12, Thursday	Faculty Senate Meeting

March 12, Thurs. 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, 2020.**

March 13, Fri. 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 15, Sunday

**Financial Services – 2019/20 Year End Calendar Available**

March 16 - 22, Mon. – Sun.

Spring Recess; No instruction

March 23, Mon. 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 23, 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 27, Friday (tentative)

Annual CSUN Student Research and Creative Works Symposium

March 31, Tuesday

Cesar Chavez Holiday; Campus Closed

## **APRIL 2020**

April 1, Wed. or earlier	The Dean submits a recommendation to the Provost, copied to the applicant, for approval or denial of the GRIF appointment.
April 1, Wed. or earlier	<b>Faculty on leave without pay for the Spring Semester 2020 or the 2019-20 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 2020.</b>
April 1, Wed. 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 2, Thurs. or earlier (Tentative)	<b>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 2020-2021 ACADEMIC YEAR</b>
April 3, Fri. or earlier	Faculty members who have filed an appeal must submit all material supporting their appeal to the Personnel Planning and Review Committee.
April 9, Thursday	Faculty Senate Meeting
April 13, Monday	COUNCIL OF CHAIRS MEETING
April 15, Wed. 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 24, Friday (tentative)	<b>Application closing date for part-time faculty openings for Fall 2020 or 2020-2021 Academic Year.</b>

April 26, Sunday

Students with Disabilities Scholarship Award Celebration

## **MAY 2020**

May

### **Governor Issues “May Revise” of the Budget**

May 1, Fri. 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 4, Mon. 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 8, Friday

Last day of formal instruction, except for Saturday classes meeting once weekly

May 9, Saturday

Honors Convocation

May 9 - 15, Sat. - Fri.

Final and Common Final examinations

May 11, Mon. or earlier

COUNCIL OF CHAIRS MEETING.

May 13, Wed. or earlier

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

May 15-18, Fri. – Mon.

Commencements

May 15, Fri. 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 2020-2021 ACADEMIC YEAR**

May 18, Mon. 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 19, Tuesday	Honored Faculty Reception
May 21, Thursday	Instructors' grades due
May 22, Fri. 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 22, Friday	Last day of the 2019-2020 Academic Year
May 22, Friday	<b>Last day of 2019-20 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</b>
May 25, Monday	Memorial Day Holiday; Campus Closed
May 26 - August 18, Tues. – Tues. (tentative)	Summer Term, State Support or Self Support

## **JUNE 2020**

June	<b>Deans Notified of Approved Tenure-Track Faculty Positions (timing varies)</b>
June	<b>Deadline for Governor to Sign State Budget (State)</b>
June 1, Mon. or earlier	<b>The Provost and Vice President for Academic Affairs will formally notify those faculty to be promoted effective for the 2020-21 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.</b>
June 1, Mon. or earlier	<b>Faculty on leave without pay for 2019-20 and who wish to apply for leave without pay for 2020-21 shall submit their requests to the Provost and Vice President for Academic Affairs.</b>
June 21 - August	EOP Bridge (Residential Program)
June 26 - August	EOP Bridge (Commuter Program)

## **JULY 2020**

July	EOP Transfer Bridge
July 3, Friday	Independence Day Observed; Campus Closed

## **AUGUST 2020**

August	EOP FreshStart Program
August 28, Fri or earlier	The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college

## September 2020

September 8, Tues 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.

September 18, Fri 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.

## October 2020

October 2, Fri 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.

October 16, Fri 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.